**Interviews for candidates located outside the UK**

**Option 1 – interview at the University of Worcester**

The university will reimburse travel expenses to enable candidates to attend an interview at the University of Worcester as follows:

Travel expenses from point of entry to the UK\*

Overnight accommodation\*

\*subject to regulations and limitations

**Option 2 – interview/selection via video conference**

For candidates who are not able to attend in person it may be possible to arrange for the selection process to take place via video conferencing.

If you are not able to attend the interview in person and wish to conduct the selection event via video conferencing you will be required to:

1. Notify the Personnel department that this is your preferred choice – please contact Mrs Denise Davis on [d.davis@worc.ac.uk](mailto:d.davis@worc.ac.uk).
2. Source a video conference service provider who can meet the technical requirements of the University in relation to the video conference. (see below for technical requirements)
3. Provide the name and address of the video conference service provider to the Personnel department, including the contact details of their technical support. All technical arrangements will be made directly between the University and your video conferencing service provider. Please pass a copy of this guidance to your video conference provider.
4. If you intend to use a video conferencing provider that charges for its services, you must supply us with details of the costs of the following items a minimum of **7 days prior to the date of your interview**:

* The test call
* Actual video conference
* Cost of room hire

Details of these costs need to be sent by e-mail to [d.davis@worc.ac.uk](mailto:d.davis@worc.ac.uk) for authorisation prior to you contracting the video conference service provider. Authorisation will be sent to you by return e-mail.

1. If you wish to show content as part of the interview/presentation eg video or Powerpoint, please inform the University technical team by email at [videoconferencing@worc.ac.uk](mailto:videoconferencing@worc.ac.uk)

**Please note:**

* Video conferencing may not be suitable for all types of posts or for some aspects of a selection process, for example a group exercise. Where video conference facilities are not available to the candidate it may be possible to arrange for an interview to be conducted by telephone, however this is not suitable for all posts.
* A further interview in person at the University of Worcester will be required for the successful candidate if their original selection process was carried out by telephone or video conference.
* A pre-requisite to all video conferences: - **A test call must be carried out successfully a minimum of 3 days prior to the interview date**. This will be conducted by the technical support of the University and the video conference service provider.
* The university will try to arrange for technical test calls and selection events to take place at a convenient / sociable time however this may not always be possible in view of world time differences. Please notify your service provider of the likely time difference. Time zones can be found at <http://www.timeanddate.com/worldclock/>

**Please give your service provider the following information: -**

The University of Worcester operates an IP based video conferencing service based on H323 protocol.

The University requires the following details from the video conferencing service provider a minimum of **5 days** prior to the interview date.

1. Name and address of Company conducting the video conference for you.
2. Technical contact details (E-mail address & telephone number, inc international dialling code)

Details to be e-mailed to [videoconferencing@worc.ac.uk](mailto:videoconferencing@worc.ac.uk)

Please note we cannot facilitate a bridging service for ISDN based systems ourselves but we can organise the service through a third party provider.

If you do not make the above arrangements within the timeframe specified above we cannot guarantee that an interview by video conference will go ahead.

**Reimbursement of video conference costs:**

Following completion of the selection process you should e-mail a copy of the invoice from your video conference service provider to [d.davis@worc.ac.uk](mailto:d.davis@worc.ac.uk) for payment.

If you wish for monies to be paid directly into your bank account please ensure you provide the following details:

* Name of the account holder
* Name of bank
* Account number
* Bank sort code

If you do not provide bank account details a cheque will be sent out to you in (£) pounds sterling.