



BSc (Hons) Occupational Therapy

Please read the information below carefully as it contains all the information required in preparation for your interview.

Interviews will take place via video call on Microsoft Teams. The day before your interview you will receive an email with a calendar invitation for a Microsoft Teams meeting, this will specify your interview time. If you do not have Microsoft Teams you will need to create a free account online at the following webpage; <https://support.microsoft.com/en-us/office/sign-up-for-teams-free-70aaf044-b872-4c32-ac47-362ab29ebbb1>.

Thank you for your application to study a BSc (Hons) Occupational Therapy at the University of Central Lancashire. The interview will consist of ten questions followed by an opportunity for you to ask any questions about the course. We look forward to meeting you soon.

Guidelines for Microsoft Teams video call interview

- You should ensure that you are in a room that is appropriate for the interview where you will not be disturbed by others.
- No other individuals should be present during the interview unless they are there for IT support reasons
- Check your equipment the day before to ensure all is working and to avoid a last-minute stressful set-up. The strength of your internet connection has a big impact on the quality of your call.
- You may be asked to confirm that you are alone at the start of the interview and to conduct a camera sweep of the room.
- Do check your lighting is in front of you. Strong light behind you, like a big window, can give you a dark silhouette and make your face difficult to see.
- Position your camera so your head and shoulders are on screen, use books to position your laptop camera roughly to eye level.
- If you are new to video conferencing, practise your set-up with a friend well in advance. A practice session will give you a feel-good boost and you can check your pace and volume of speech.
- You will be asked to produce ID at the start of the interview to confirm your identity so please have this ready to present to the camera.
- You should have access to a telephone that does not require you to enter another room, so that the interview can continue if problems develop with the use of video conferencing software.
- The University will telephone the number so that you do not have to cover the cost of the call.
- You must not record your interview unless agreed in advance.

- Make sure your software is updated to the latest version and check if any system updates are required.
- Remember there may be a slight delay, so it is all about pacing yourself.
- Watch your body language - don't show impatience or jiggle in your chair.
- Work on your rapport, eye contact, look at the camera rather than the screen.
- If there is a delay, ensure the other person has finished speaking.
- At the end, make sure you have closed the call before going on to anything else.

Additional Information

If you have a disability, please contact us if you require adjustments for the interview or you would benefit from an additional information interview to discuss the support you will need on the course.