

Skype interviews for Tier 4 applicants

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Overview

Where ‘**CAS required – Admissions to check progression and the five year rule**’ appears in the alerts box on an application in [KentVision](#), any remote interview for admissions purposes needs to be conducted via Skype (Audio) or Skype (Video) and must be recorded.



Take note of the following
CAS required - Admissions to check progression and five-year rule: Any remote interview for admissions purposes to be conducted via Skype and must be recorded (probable Tier 4)
Widening Participation: Not applicable
POLAR3 Quintile: Not applicable
Contextual data: Not applicable
Applicant has 1 application(s) from a previous academic cycle.

This is essential in order to ensure that the University is in compliance with UK Visas and Immigration (UKVI) requirements.

Interview invitation

All ad-hoc interviews should be invited via the **Invite applicant to interview or test** action in KentVision, to ensure that the applicant receives the appropriate interview documentation and the application is in the correct workflow for the interviewer to provide feedback. The Applicant Days Team (for UCAS applicants) or School/Centre (for part-time and postgraduate applicants) then sends details to the applicant via the **Arrange an ad-hoc interview** action.

Available actions

Select one of these options to move the application to the next stage in the workflow. If you complete an action you will be returned to the main Admissions page, so ensure selecting one of these actions is the last thing you need to do.



- Arrange an ad-hoc interview** - and send details to the applicant
- Add an audit note** - Add a note to the audit trail (no other workflow generated)
- Make a decision** - Authorise a decision to be sent back to Admissions for processing - you may only use this button if you are authorised to admit to the named programme
- Invite applicant to interview or test** - and send notification
- Hand on to a school colleague** - Refer to someone other than the named course contact
- Ask Admissions** - Pass back to Admissions for advice or another query



Select Skype (Audio) or Skype (Video) and complete other relevant fields

Leave campus blank for Skype interviews

In the **Applicant to report to** field, it is recommended that you use wording such as ‘Your interviewer (Skype name xxxxxxxx) will contact you at the time indicated’. The applicant will be asked to confirm their Skype name on the booking form, which will then appear in the audit on their KentVision record.

The applicant receives 7, 14 and 21 day reminders to book their interview. If they fail to do so, or they decline their interview and indicate that they do not require another date, the application will reroute to Admissions who will then refer it to the School/Centre for a decision. The interviewer will receive an automated email when the applicant accepts or declines their interview.

Skype interview documents

The following documents are embedded into the KentVision booking form, depending on the interview method selected:

- Via Skype (Audio) – [Skype \(Audio\) Interview](#)
- Via Skype (Video) – [Skype \(Video\) Interview](#)

The applicant is advised to read this document before booking their interview. By booking the interview, the applicant is confirming that they understand and agree to these procedures.

Skype interview script

Interviewers must adhere to a specific script when conducting all Skype (Audio) or Skype (Video) interviews, whether recorded or not.

See [Script for Skype interviews](#)

Please use appropriate wording in 4. depending on whether the interview is for a non-Tier 4 or probable Tier 4 applicant.

Interview recording

Refer to [Using Skype at Kent - advice for staff](#) for advice on using Skype, recording a Skype interview and recorder software.

Storage of recorded interviews

A file system has been set up in <\\files\shared\ACADDIV\Tier 4> for the storage of recorded interviews with named folders for the each School/Centre:

School/Centre	Folder name \\files\shared\ACADDIV\Tier 4\ Tier 4\
Centre for American Studies	Tier4_AMST
School of Anthropology and Conservation	Tier4_ANTH
School of Architecture	Tier4_ARCH
School of Arts	Tier4_ARTS
School of Biosciences	Tier4_BIOSCI
School of Computing	Tier4_COMP
School of Economics	Tier4_ECON
School of Engineering and Digital Arts	Tier4_EDA
School of English	Tier4_ENGL
School of European Culture and Languages	Tier4_ECL
School of History	Tier4_HIST
Centre of Journalism	Tier4_JOURN
Kent Business School	Tier4_KBS
Kent Law School	Tier4_KLS
School of Mathematics, Statistics and Actuarial Science	Tier4_MSAS
Centre for Medieval and Early Modern Studies	Tier4_MEMS
Centre for Music and Audio Technology	Tier4_MAT
School of Music and Fine Art (now CMAT – see above)	Tier4_MFA
Medway School of Pharmacy	Tier4_PHARM
School of Physical Sciences	Tier4_PHYS
School of Politics and International Relations	Tier4_POLIR
Centre for Professional Practice	Tier4_CPP
School of Psychology	Tier4_PSYCH
School of Social Policy, Sociology and Social Research	Tier4_SPSSR
School of Sport and Exercise Sciences	Tier4_SPORT

You will need to map your network folder, where you have the appropriate permissions.

If you need permission to access your folder, or if you require a School/Centre folder to be set up, please ask your School/Centre Administration Manager to email Claire Bird a.c.bird@kent.ac.uk or the relevant Information and Admissions Team Manager below:

Rianna Wells r.s.wells@kent.ac.uk (Humanities)
 Sarah MacKenzie s.mackenzie-427@kent.ac.uk (Sciences)
 Mandy Ellis a.c.ellis@kent.ac.uk (Social Sciences)

In order to keep users to a minimum, it is advisable for your School/Centre to identify a few key members of staff who will take responsibility for providing interview feedback and saving recorded interviews.

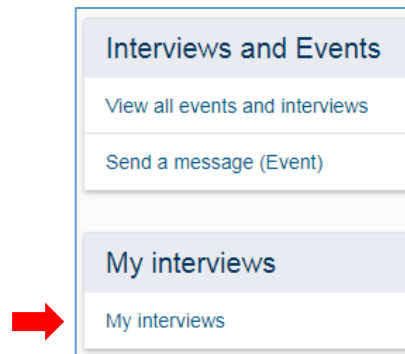
Each recorded interview should be named with the eight digit Kent ID, along with the surname and date of interview in yyyyddmm format, eg 12345678_Surname_20170110, and then saved in the relevant School/Centre folder.

NB: Please check the recording for sound and picture quality before uploading. If the recording is inaudible or incomplete, contact the Student Immigration Compliance Team visacompliance@kent.ac.uk for advice.

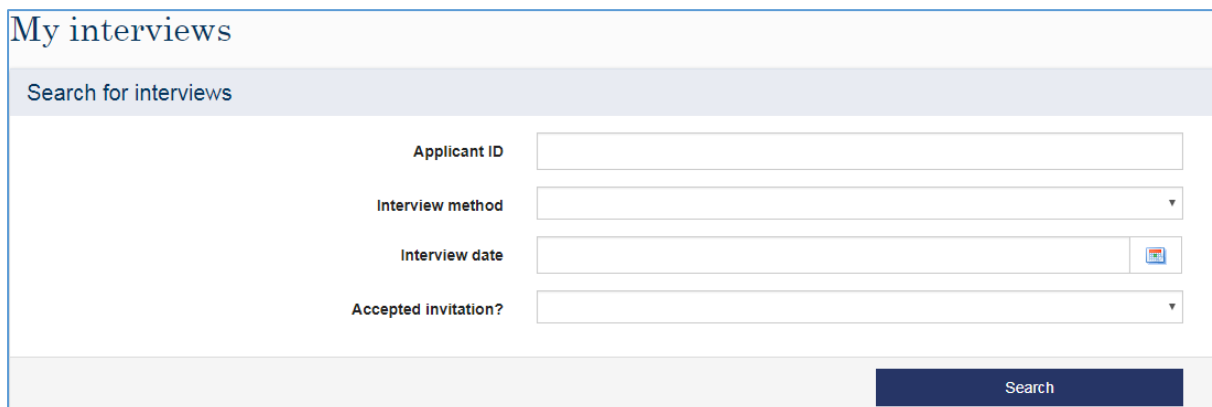
All Schools/Centres need to be aware of the impact GDPR (May 2018) might have on the future storage of this data.

Providing interview feedback

After an interview has taken place, the interviewer needs to provide feedback and make a decision recommendation to Admissions via KentVision. From the Recruitment and Admissions screen click on **My interviews**:



You will be presented with a search page:



You can search by Applicant ID, interview method, interview date and whether the invitation was accepted or not (leaving this field blank will yield results of applicants that did not respond to the interview invitation).


Once you have found the applicant, you need to record your decision recommendation and interview notes by clicking the **Interview Feedback** link (see below), which is located on the right hand side of the screen under the **Action** column.

Action
Interview Feedback
of 1 with 50 records per page

This takes you into the application, where you will see **Enter interview/test outcome** in the available actions:

Available actions

Note: If you complete an action you will be returned to the main **Admissions** page, so ensure selecting one of these actions is the last thing you need to do.

 **Enter interview/test outcome** - and refer to Admissions for processing

Select **Enter interview/test outcome** and you are taken to the screen shown below.

Enter outcome of Interview/Test	
Event name	Computing Interview
Interview date	03/Aug/2017
Applicant comments	
Main Interviewer * (required)	DJN David Newell
Did the applicant attend? * (required)	Yes ▼
Interview method * (required)	In Person on campus ▼
Recommended decision * (required)	Make standard conditional offer ▼
Notes	Type any interview notes here:
Conditions of offer	Type any specific conditions of offer here
<input type="button" value="Save"/>	

Enter whether or not the applicant attended, interview method, recommended decision, interview notes and any conditions of offer here


Click Save

Where the interview is conducted by a different method, eg via Skype (Audio) instead of Skype (Video) due to connectivity problems, it is important that the method is changed on the feedback page to ensure that this is audited on the admissions record for UKVI purposes.

The application will then route back to Admissions for them to complete final checks and process the decision in KentVision.

Contacts

For software/technical issues –
helpdesk@kent.ac.uk

For interview invitation/booking queries (UCAS applicants only) –
applicantdays@kent.ac.uk

For admissions queries –
humadmissions@kent.ac.uk (Humanities)
sciadmissions@kent.ac.uk (Sciences)
socsciadmissions@kent.ac.uk (Social Sciences)

For CAS/visa queries –
admissionscas@kent.ac.uk

For compliance queries –
visacompliance@kent.ac.uk

Enrolment Management Services (CB), updated 03/19