



University of
**Southern
Queensland**



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UniSQ Medicine Pathway

Multiple Mini Interview (MMI) Guide

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Introduction

Congratulations on your invitation to attend an interview for the Bachelor of Biomedical Sciences (Medicine Pathway) at the University of Southern Queensland.

Please read through all the information in your briefing pack carefully. It is very important to comply with the requirements and instructions outlined in this guide, otherwise you may not be able to proceed with your interview session. This briefing guide will ensure you are well prepared on the day and cover the essentials before and during your interviews.

If you have any queries, please contact us on centraloperations@unisq.edu.au

ZOOM – Before your Interview

You will need to install Zoom on your computer or mobile device **before** the day of your interview. Please follow the instructions below to ensure that Zoom is installed correctly and ready to use for your interview.

What do I need?

To participate in the interview, you will need a PC/Mac computer OR a mobile device such as a tablet. Smart phones can be used but they are not ideal. You are required to read scenarios during the interview and they may be difficult to read on a small screen.

Your device must have:

- Speakers (built-in, external or headset)
- A microphone (built-in, external or headset)
- A moveable webcam

You will be required to move your camera to show your surroundings prior to the interviews starting. This is to ensure no one else is in the room and there are no other devices. If you are using a desktop computer, you will need an external webcam that can be moved.

- Stable internet connection

You will need an internet connection suitable for video conferencing and a quiet, private location where you will be alone and will not be disturbed during the duration of your interview.

Installing Zoom

PC/Mac:

1. Go to the Zoom Download Centre page at <https://zoom.us/download>
2. From the Download Centre, click on the Download button under "Zoom Client for Meetings".
3. Once the download is complete, proceed with installing the Zoom application onto your computer.

Mobile Devices:

1. Go to your App store or Google Play
2. Search for Zoom in the search bar
3. Select "ZOOM Cloud Meetings" and follow installation instructions for your device.

Testing Zoom:

All applicants are encouraged to test Zoom on your own device prior to attending the interview.

The Zoom website has information on joining a Test Meeting where you can practice using Zoom and make sure your camera, speakers and microphone are working. Alternatively, test Zoom with your family or friends so you are familiar with it prior to the day of the interview.

How to Sign in to Zoom

1. Go to the <https://www.zoom.us/freesignup/>
2. Enter your email address and click on Sign Up, It's Free.
3. Check your inbox for an email from Zoom, with the subject "Please activate your Zoom account"
4. Click on the blue "Activate Account" button.
5. You'll be asked to enter your name and set a password.



Please enter your name in full, as it appears on your application. This is very important as you may not be able to participate in the interview if you sign in with a different name to that which appears on your application.

6. Run audio and video check in the test function to the right of screen.
7. You may skip the 'Invite Colleagues' step.

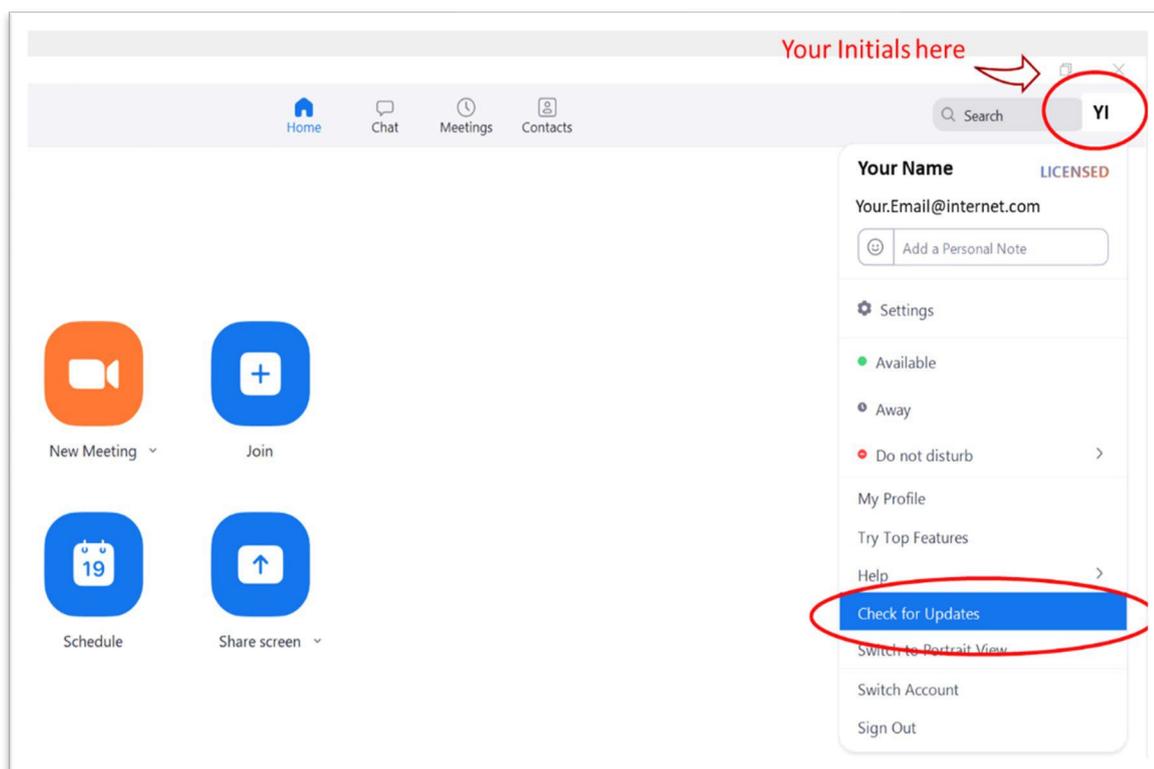
Optional:

8. Continue the online prompted zoom tutorial to become familiar with the program. The following are optional and not required for the interview process.

Zoom – Joining your Interview

Before your interview is due to start, please ensure you are running the most [up to date version of Zoom](#). To do this;

- Open Zoom,
- *Click on the top right box that contain your initials.*
- *Select 'Check for Updates' from the drop-down menu.*
- *Zoom will initiate a 'check for updates' and update automatically.*



Joining the interview

Your Zoom meeting details are outlined in your booking confirmation, which contains the link to open Zoom, a meeting ID and a passcode.

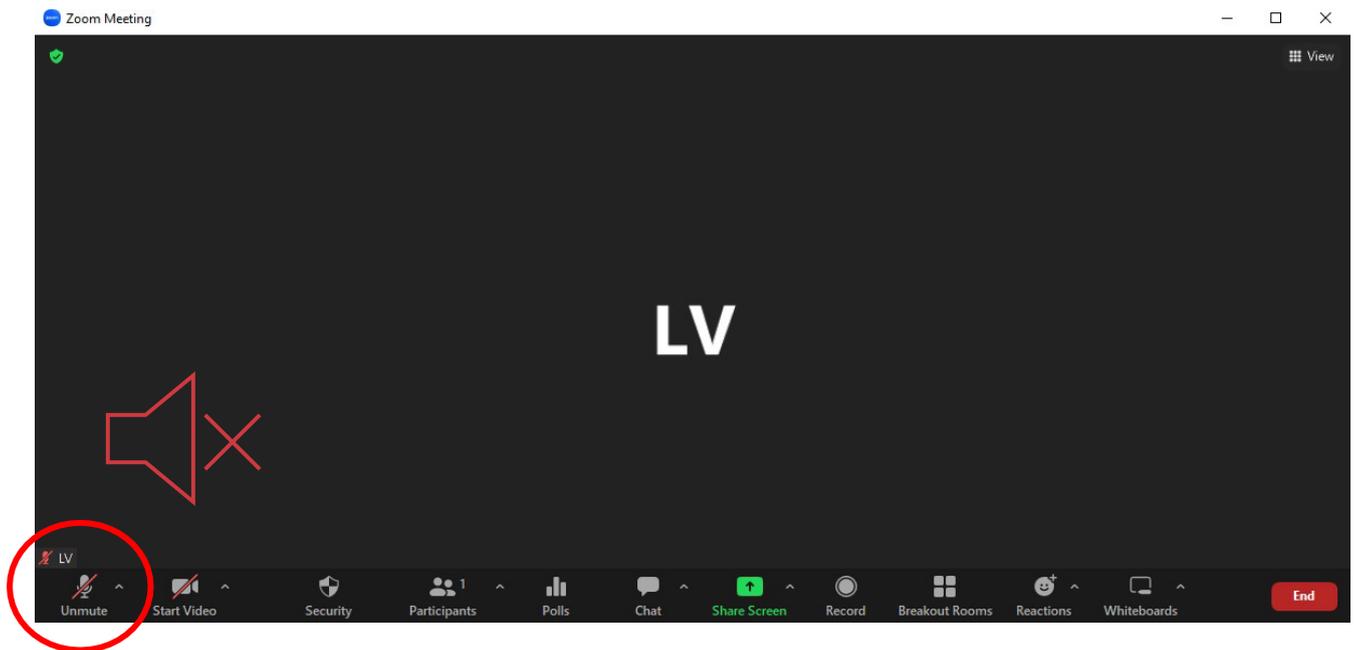
1. Please click on the link located in your booking confirmation email to open Zoom. You may be prompted to confirm that it is OK for Zoom to open.
2. If the link does not work, you can join by entering the meeting ID:
 - Start the Zoom application or go to <https://zoom.us/>
 - Click on "Join a Meeting"
 - Enter the meeting ID
 - Click on the "Join", or "Join Meeting" button
3. Enter the Passcode that has been provided to you (if required).
4. If you are using a PC or Mac:
 - If a video preview appears, click "Join with Video"
 - If a Join Audio dialog appears, you can test your speakers and microphones before joining the meeting if you wish. When you are ready, click "Join with Computer Audio".

5. If you are using a mobile device (phone/tablet), you will be connected to the meeting, but may need to manually activate the Audio and Video connections
 - Click "Call via Device Audio" (if you do not see the option, try clicking Join Audio first)
 - Click "Start Video"

Ensure that your microphone and camera are working (*click on test speaker and microphone*) and are positioned correctly.

Muting your microphone

 **Please keep your microphone muted until you are instructed to unmute. To do this click on the mute button at the bottom left-hand side of Zoom screen.**



The Interview in Detail

Setting up your Interview Space

Video MMI interviews are undertaken under exam conditions.

Prior to the interview, you will need to ensure the following:

- You are in a quiet location where you will not be disturbed for at least 1.5 hours
- You are alone in that location and no other persons are permitted to be present or enter the interview space at any time
- You have a stable internet connection and you have tested your device for Zoom compatibility, downloaded the latest version of Zoom and your audio and video are functioning correctly
- Your camera is capable of moving around the room so that the interviewer can check your surrounds, including the space under your desk
- Your interview space is setup allowing both of your hands to remain visible in front of the camera
- You have your government issued photo ID or student ID available to verify your identity. Without this you will not be able to proceed with the interview
- Clear your interview space of any prohibited items. You are not permitted to have any paper, pens, books, notes, timers, mobile devices, smart watches or other screens on your desk or in view whilst you are being interviewed
- You are not permitted to take notes or record the interview, or take screen shots during the interview
- You are not permitted to have a virtual background or blurred background during the interview.
- You are not permitted to have other search browsers or applications running on your device.

 **Failure to comply with the above conditions may mean you are unable to proceed with the interview.**

Joining the Interview

When you login to Zoom using the Meeting ID provided you will arrive in the virtual waiting room. We recommend you login at least 10 minutes prior to your allocated start time. You will see a welcome message that asks you to wait while we check the arrival of applicants. Only applicants who are booked in for the session will be admitted into the meeting. To avoid any delays, **please ensure the name you enter on Zoom is the same as the name on your application, both first and last name.** Checking the arrival of applicants may take several minutes, so please wait patiently, and do not exit the meeting. Please keep your camera turned on at all times and your microphone muted until advised.

You must not move away from the camera. In some circumstances, you may be placed in a virtual room with other applicants. In this case, do not communicate with other applicants. If we are running behind the scheduled start time, we will communicate this by sending messages via the Zoom chat function.

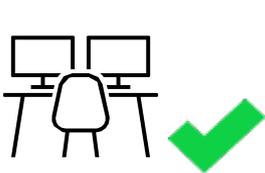
 **Please note, once you have entered the interview from the waiting room, you are under exam conditions.**

 **Late arrivals will not be permitted to proceed with the interview.**

Your first station

Each station in the Multiple Mini Interview is conducted in a separate virtual room on Zoom. Our staff will move you from station to station. When the interview starts, you will be moved from the waiting room to your first interview room.

- Your interviewer will check your government issued photo ID and surroundings (this will only occur at your first station).
- Your interviewer will then ask to check your surroundings, please hold your movable device and show them around your room including on and under your desk. The Interviewers are required to check that you are alone in the room and your desk should be clear of everything, except for your ID, your device and a glass or bottle of water. Please follow the interviewers' instructions.



Once all applicants have been checked, your interview will indicate the interview is ready to commence. Your Interviewer will share their screen, showing the first scenario and questions attached to that scenario. Please read the scenario and questions in silence, for 2 minutes.

After 2 minutes the interviewer will stop sharing their screen and will ask you if you are ready to begin your response, you may then commence addressing the scenario. Please feel free to ask the interviewer to share their screen again if you would like to see the scenario. You may use all 7 minutes to share your thoughts but do not feel obligated to use all 7 minutes. At the 6-minute mark, a blue message box will appear at the top of your screen, alerting you and your Interviewer that there is 1 minute remaining at this station.

Please be prepared for a one-way dialogue as our interviewers are only permitted to give scripted responses.

When you have finished talking, and you have nothing further to discuss, you and your interviewer will sit in silence until the end of the 7-minute response time. If you are still talking when the response time has ended, please cease all discussions immediately.

Between each station, there is roughly a 1-minute transition time, where we will 'move' you to your next station, please do not leave your desk, or turn your video off during this transition time.

Stations 2 – 7 (8 stations in total)

The above process, without the ID and room checking steps will repeat for stations 2-7.

Final Station

When the bell sounds at the end of your final station, please stay connected and do not move, or turn your video off. We will move you to a final room and instruct you when to disconnect.

The Interview Cycle

Day of your Interview

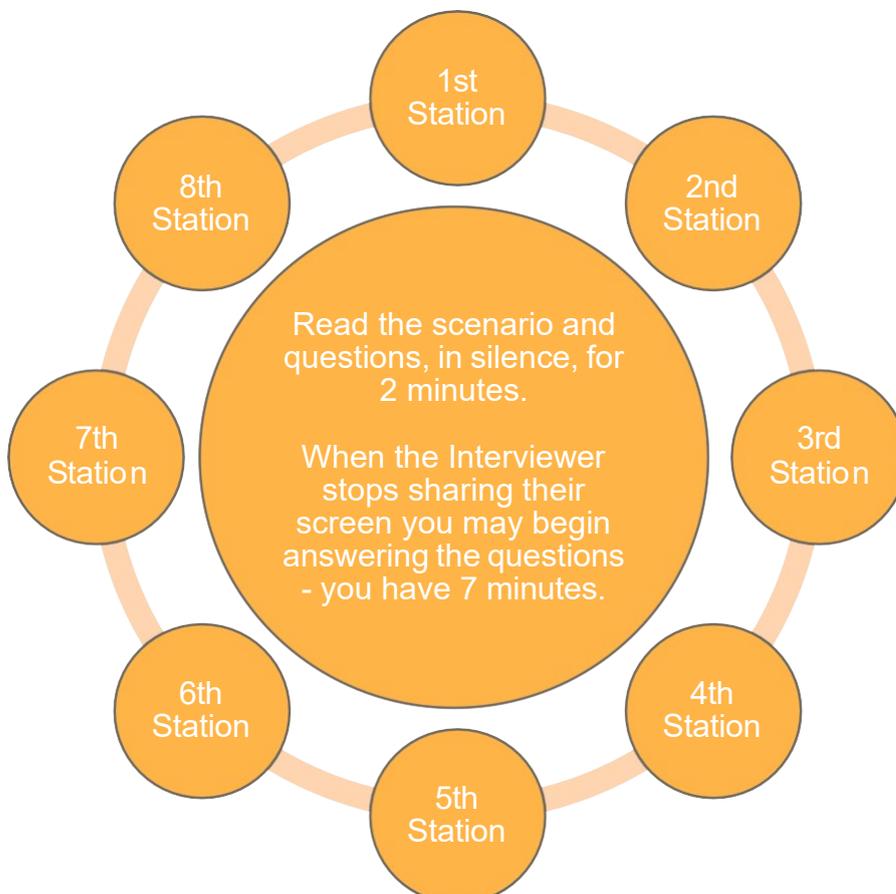
- update zoom
- clear desk
- ensure only 1 device or monitor in your room
- ensure you are alone and will not be disturbed during your interview.

Just before your Interview

- Join Zoom interview meeting 5mins before your scheduled interview start time
- You will be placed in a waiting room where the Zoom Master will test your video and audio
- You will then be moved into the meeting and placed with your first interviewer.

Frist Interview Station

- Your first interviewer will check your ID and surrounding
Please follow your interviewers' instructions. When everyone is ready, your interviewer will share their screen.



Technical difficulties

If you experience internet connectivity issues before or during your interview, the following actions may help:

1. Shutting down or not starting non-essential applications while participating in the Zoom meeting. For example: close open web pages and any office applications while the interview is in progress.
2. If you are using Wi-Fi, move your device closer to the Wi-Fi antenna. You may get better connection using an Ethernet cable connected to your modem (a wired connection in the home or office can be a reliable method).
3. Ask other internet users in your house to take a break during your video call.
4. Use another means for connecting to the internet, e.g. if on a wired connection, connect via a 4G/5G mobile phone network instead (e.g. use your mobile phone as a hotspot or use your mobile device). If you choose to use this method, please ensure your mobile is out of reach.

If your connection drops out during the interview, you can re-join the meeting at any time up to and during your allocated interview timeslot. When you re-join the interview, your name and ID will be re-checked and a staff member will advise you of what will happen next.

If you experience ongoing internet connectivity issues during your interview, you may be asked to leave the meeting. You should email the Support Team centraloperations@unisq.edu.au by close of business on the day of your scheduled interview.

Given the limited spaces available, it is unlikely we will be able to reschedule you into an alternate time if you miss your scheduled session, but we will do our very best to do so. Please check your email regularly for a reply.

Frequently Asked Questions

What should I wear for the interview?

Applicants are not scored on what they are wearing. Formal attire is not required. Given the length of the interview we recommend you wear something comfortable.

What time should I log-in for my interview?

We recommend you log-in at least 10 minutes before the start of your scheduled interview.

What happens if I'm late logging in for my scheduled session?

The MMI is conducted under exam conditions. As such if you are late for the start of your session you will not be permitted into the interview. We may be able to reschedule your interview, however we cannot guarantee this. Please contact us on centraloperations@unisq.edu.au if you have any difficulties logging-in on the day of your interview.

What if I need the bathroom part-way through the interview?

We recommend you use the bathroom prior to the start of the interview to minimise the risk of you needing the bathroom during the interview. If you do need to use the bathroom, please advise your interviewer and return to the interview as quickly as possible. Be aware that the interview cycle will continue whilst you use the bathroom, and you will not be given any additional time.

What happens if I feel unwell during the interview?

Please advise your interviewer that you are feeling unwell, if you need a break or are unable to continue. If you need a break the interview cycle will continue until you are able to re-join. You will not be given additional time to make up for the time lost during a break. If you are unable to continue, we may not be able to reschedule your interview, depending upon when in the interview you became unwell and our capacity to schedule another interview.

What items am I permitted to have during the interview?

You are only permitted to have the following items with you during the interview:

- The computer or mobile device that you are using for the Zoom interview
- Earphones, webcam, microphone, computer screen are permitted if these are not inbuilt to your device
- Your photo ID
- A glass or bottle of water

What items am I not permitted to have during the interview?

You are not permitted to have any of the following items on the desk or within reach during the interview, mobile phones or other mobile devices, smart watches, smart devices, paper, notes, books, pens, pencils, timing devices such as clock or watches on your desk, multiple computer screens (unless they are switched off and covered).

If there is an exceptional circumstance that requires one of the above to be present during the interview, you **must** contact the Faculty of Medicine at least 4 days prior to your scheduled interview.

Am I able to take notes during the interview?

No, you are not permitted to take notes, record the interview, or take screen shots during the interview.

You can request for your interviewer to re share the scenario during your 7 minutes response time to assist in refreshing your memory. However, the interviewer is only able to share this for a short time and is unable to share the scenario for the whole duration of your 7 minutes as they will need to see you whilst you discuss the station.

Can I communicate with other applicants in the waiting room?

At times, you may be placed in a waiting room where other applicants are visible. Under no circumstances are you to communicate with other applicants, either verbally, via the chat function or other non-verbal means of communication whilst in the waiting room.

Can I chat with my interviewer if I finish the station early?

No, if you finish the station early, you should remain silent and not engage in conversation with your interviewer. Whilst this may feel awkward, interviewers are also briefed to expect this. Informal chatting may bias the interview and needs to be avoided.

Are there any acting/role play stations?

No, we currently do not use any acting or role play questions in our interviews.