

Setting up a Teams Meeting for Co-op Interviews

How to Schedule a Teams Meeting:

https://support.microsoft.com/en-us/office/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5#bkmk_scheduleameeting

How to Enable a Waiting Room (Lobby) for a Teams Meeting:

<https://support.microsoft.com/en-us/office/change-participant-settings-for-a-teams-meeting-53261366-dbd5-45f9-aae9-a70e6354f88e>

Important Notes:

Set the “Meeting Duration” for **the entire length of your co-op interview period** and **enable a waiting room (lobby)**. This will create one meeting link to share with the students. (I.e.: If your interviews are scheduled between 8 am and 4 pm, set the meeting duration for this time.) If your interviews are more than 1 day, you will need to set up meeting links for each day.

Once your meeting is scheduled and saved in Teams, you must add the meeting hyperlink to HireAC :

1. Copy the invitation link from Teams. (Ctrl + Click will let you open the hyperlink to copy/paste.)
2. Paste the invitation link in the “Instructions to Interviewees” in the HireAC interview request.

ADDITIONAL INSTRUCTIONS

Instructions to staff

Instructions to interviewees

`https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_NGE5NjgzZjhlMzBINS00YjdhLWFiMWUtMmQ3OWQxYmVhNDJi%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522e01bd924-0a6a-4aa9-aa89-c980318e0449%2522%252c%25220id%2522%253a%25227307bd28-cef0-4966-99ee-80d40a0249ea%2522%257d%20anon%3Dtrue&type=meetup-join&deepLinkId=fb97f1de-a8d9-41c8-a09c-def202427683&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true`

Off Campus Location Instructions

You have selected **1** out of the available **44** applicants for this interview.

Interview Type	Individual
Location Type	Off Campus
Interview Method	Web
Interview Length	30 minutes
Interview Buffer	0 minutes

Attached jobs

(87225) Software Developer	44 applicants
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