Setting up a Zoom Meeting for Co-op Interviews

How to Schedule a Zoom Meeting – Step by Step Instructional Video:

https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

Important Notes:

Set the "Meeting Duration" for **the entire length of your co-op interview period** and enable a waiting room. This will create one meeting link to share with the students. (I.e.: If your interviews are scheduled between 8 am and 4 pm, the duration is 8 hours.) 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 Zoom:

1. Select "Copy Invitation" in Zoom
2. Paste the invitation link in the "Instructions to Interviewees" in the HireAC interview request.

Additional Zoom Resources:

- Enabling Waiting Room: https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_f493a86f-7d08-4e3b-9d6d-9b236fe9cdcd
    - Account https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_25d8faf1-06f3-470c-a8f0-f73b7bd0e2f5
    - Group https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_cc1eaa89-cdc1-41de-9f6d-337e7773cd6a
    - User https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_e1a4d8f7-b35d-4164-80b5-c94ae00f0cb4
- Waiting Room Options https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_01ENK1GCMS567D2PKVQJZV41RZ
- Customizing the Waiting Room https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_57118d8b-1498-4c4c-a520-f8a5815930a7
- Using the Waiting Room https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_f493a86f-7d08-4e3b-9d6d-9b236fe9cdcd