



# Scheduling a Zoom Interview

Employer Training

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## Set up the Meeting for the Interview Candidate

1. Open Zoom.
2. Click Schedule.
3. Change the Topic text using the following convention:
4. Zoom Interview: (Position and Job ID)
5. Set the Duration for the interview.
6. Set the Video options for both the Host and Participants to off when joining the meeting. You can request that the interview candidate turn on video upon arrival.
7. Click the Schedule button
8. Click Copy Invitation.
9. Include this link in Interviewer other information

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\* Interviewer :  This field is required.

\* Interviewer Email :  This field is required.

\* Interviewer Phone :  This field is required.

Webcam ID:

\* Interviewer Other Information :  This field is required.

\* Interview Date :

Add Slot

08:30 AM - 09:15 AM
09:15 AM - 10:00 AM
10:00 AM - 10:45 AM
10:45 AM - 11:30 AM
11:30 AM - 12:15 PM

\*Please note this is a mandatory field. Without this information your interview request will not be approved.

## Enabling the waiting room in your zoom account.

1. Sign in to your account in the Zoom Web Portal and access the Settings tab.


2. Click on the In Meeting (Advanced) option.
3. Search or scroll to find the Waiting Room option.
4. Toggle the button next to the Waiting Room to enable this feature.
5. After enabling the Waiting Room feature, you can choose to send all participants to the Waiting Room when they join or to send only guest participants (external accounts) to the Waiting Room. You can also allow other internal participants to admit guests from the Waiting Room if the host is not yet in the meeting.

#### Waiting room



Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

Choose which participants to place in the waiting room:

- All participants
- Guest participants only 

Customize the title, logo, and description 


## Customize the Waiting Room

When you enable the Waiting Room feature, you can add a title, logo, and text to the Waiting Room message that meeting participants see while they're waiting.

1. After enabling Waiting Room, navigate to the Security section.
2. Click the pencil icon below the Waiting Room option. This will open the Waiting Room customization options.
  - Title: Click the pencil next to Please wait, the meeting host will let you in soon. to update the meeting title. Click the check mark (✓) when you are done.
  - Note: Titles are limited to 64 characters.
  - Logo: Click the pencil icon to upload a logo.
  - Note: Logos can be in GIF, JPG or PNG format. They cannot exceed 1MB. The minimum height and width is 60px and the maximum is 400px.
  - Description: Click Add waiting room description to add a description to the Waiting Room.
  - Click ✓ when you are done.

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3. Click Close when you are done.
4. Participants will see your custom Waiting Room branding when they join the meeting.

### Admitting participants during a meeting

1. As the meeting host, click Manage Participants.
2. Click Admit to have the participant join the meeting.