

# 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 INSTRUCTIONS

Instructions to staff

Instructions to interviewees

Meeting URL: <https://algonquincollege.zoom.us/j/94820791787?pwd=VU43UGJRRXRrZGF1a1hEdEhBk3NzUT09>  
Meeting ID: 948 2079 1787  
Password: 460805

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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## Additional Zoom Resources:

- Enabling Waiting Room: [https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h\\_f493a86f-7d08-4e3b-9d6d-9b236fe9cdcd](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](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](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](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](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](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](https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room#h_f493a86f-7d08-4e3b-9d6d-9b236fe9cdcd)