

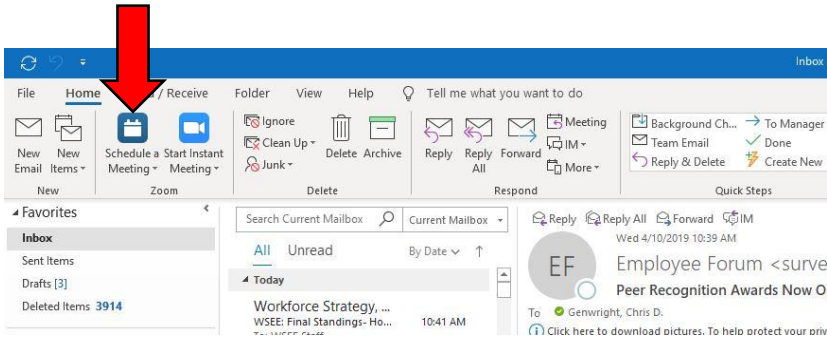
Hiring Managers & Search Committee Members Guide to Candidate Zoom Interviews

Download & Install Zoom

1. Install Zoom by going to <https://unc.zoom.us> There you can download the Zoom client or start or join a Zoom. If further assistance is needed please contact your IT professional.

Schedule an interview with Zoom

2. Go into your Microsoft Outlook and click “Schedule a Meeting.”



3. Select options for your Zoom.

A Video – Select “On” for video.

B Audio – Selecte telephone and computer audio.

C Meeting Options

Require meeting password (optional) – *Check* the box if you would like to password protect your Zoom and then enter a password.

Enable join before the host – Allows other members of the search committee and/or candidate to join before the host.

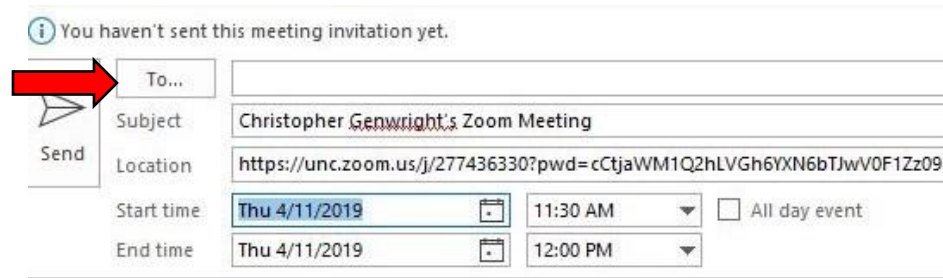
Mute participants upon entry – Will mute everyone once they enter the Zoom.

Alternative hosts – It’s best practice to have an alternative host to insure that someone can start the Zoom meeting if the search committee chair is running late. This is especially important if the “enable join before host” option was *not* selected.

A screenshot of the Zoom 'Schedule a Meeting' dialog box. The dialog is titled 'Zoom - Schedule a Meeting' and has a close button (X) in the top right corner. It is divided into three main sections: 'Video (when joining a meeting)', 'Audio Options', and 'Meeting Options'. Section A points to the 'Video' section, which has radio buttons for 'Host: On' (selected) and 'Off', and 'Participants: On' (selected) and 'Off'. Section B points to the 'Audio Options' section, which has radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected). Section C points to the 'Meeting Options' section, which has several checkboxes: 'Require meeting password' (checked, with '12345' in the adjacent field), 'Enable join before host' (checked), 'Mute participants upon entry' (checked), 'Use Personal Meeting ID 901-370-8613' (unchecked), 'Record the meeting automatically' (unchecked), 'Force include Join URL in location field' (checked), and 'Insert Zoom meeting invitation above existing text' (unchecked). There is also an 'Alternative hosts' field with the text 'SearchCommitteeMember1@unc.edu'. At the bottom, there is a 'Save and do not show again' checkbox, a 'Continue' button, and a 'Cancel' button.

Invite participants

4. After “continue” has been clicked on the example above you will be placed in the Outlook invite and can then add participants. Enter search committee members emails and the candidates email address.

A screenshot of an Outlook meeting invitation form. At the top, it says "You haven't sent this meeting invitation yet." Below this is a "Send" button with a red arrow pointing to it. The form fields are: "To..." (empty), "Subject" (Christopher Genwright's Zoom Meeting), "Location" (https://unc.zoom.us/j/277436330?pwd=cCtjaWM1Q2hLVGh6YXN6bTJwV0F1Zz09), "Start time" (Thu 4/11/2019, 11:30 AM), and "End time" (Thu 4/11/2019, 12:00 PM). There is also an "All day event" checkbox which is unchecked.

Christopher Genwright is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://unc.zoom.us/j/277436330?pwd=cCtjaWM1Q2hLVGh6YXN6bTJwV0F1Zz09>

Password: 12345

One tap mobile
+19294362866,,277436330# US (New York)
+16699006833,,277436330# US (San Jose)

Dial by your location
+1 929 436 2866 US (New York)
+1 669 900 6833 US (San Jose)

Meeting ID: 277 436 330
Find your local number: <https://zoom.us/u/acP9fMMvNM>

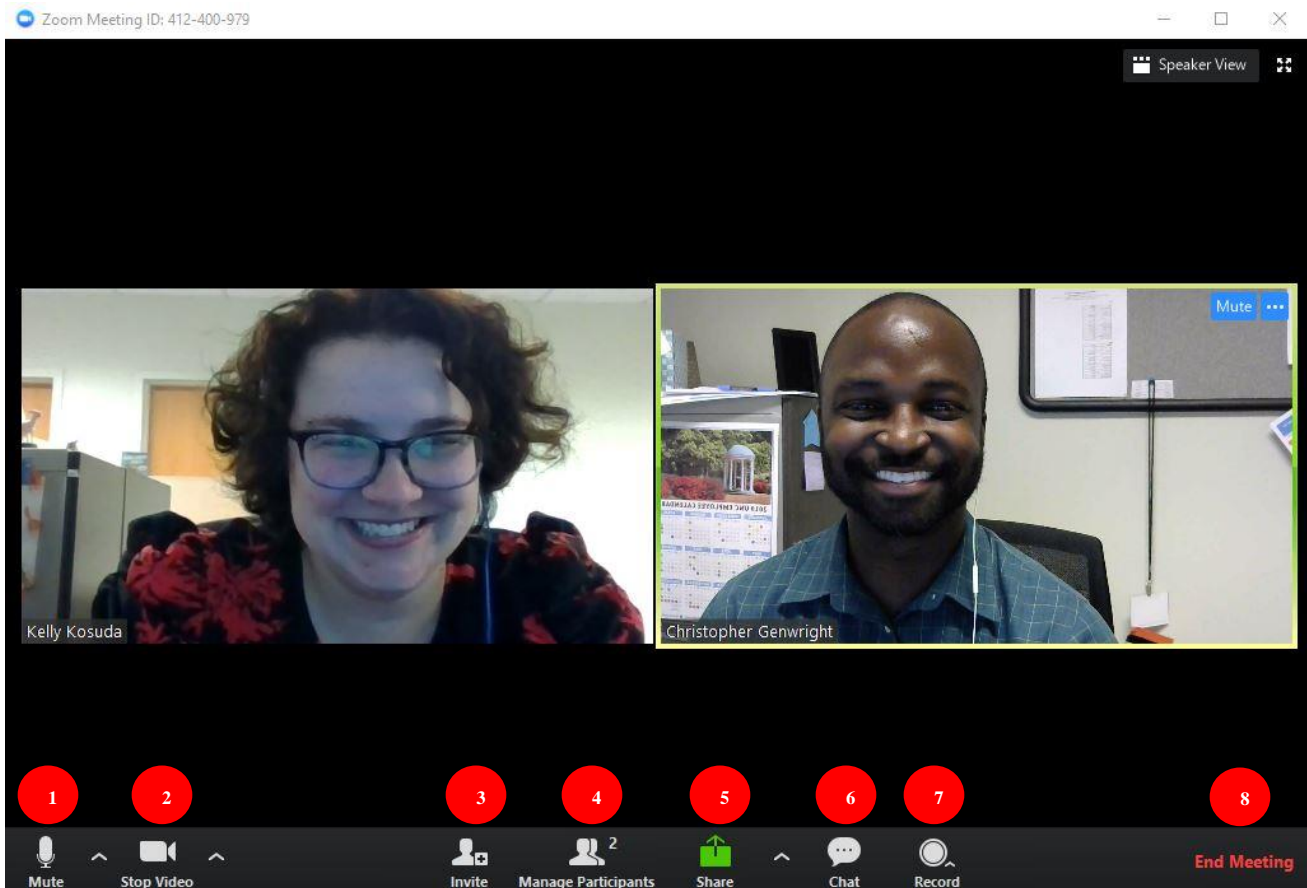
Send the Outlook invitation

5. Click send. When it's time for the interview the attendees will click on the meeting in their calendar and then on the link in the body of the invitation. Please advise candidates that they will have to install Zoom on their computers or when they try to join the Zoom interview it will prompt them to download and install the app.

Zoom Tips

- A. Sign in early
- B. Be aware of what your camera is projecting
- C. Not all candidates/search committee members will have cameras on their computers
- D. Sometimes not all search committee members are in the same room, please be cognizant of the noise levels in your area
 - a. Mute yourself when you are not speaking and unmute yourself to speak
- E. Please ensure everyone that shouldn't be privy to search committee conversations have left the Zoom meeting BEFORE you begin speaking about a candidate's interview

Zoom Functions



1. **Mute** – mutes your speaker
2. **Stop Video** – ends video transmission
3. **Invite** – invites others that may have been left off original Zoom invite
4. **Manage Participants** – allows individual removal, mute/unmute, renaming of attendees and designation of another host
5. **Share** – shares your screen with participants
6. **Chat** – can select a Zoom attendee to send a private chat to or can message all attendees
7. **Record** – records the Zoom meeting
8. **End Meeting** – ends the *entire* Zoom meeting if you're a host
 - a. if you are a participant "leave meeting" will remove only yourself from the meeting

Waiting Room

Enables you to create a waiting room for attendees so that if the host hasn't signed in yet the attendees can still log into the Zoom and wait. The host will have to approve the attendees, so this is particularly useful if the host or search committee chair wants to discuss the interview procedures with the search committee before approving the candidate to enter. This functionality isn't available via Outlook so you will have to create the Zoom in Outlook and then go to <https://unc.zoom.us> and sign in with your ONYEN. Select "Meetings" which will be on the left side of the screen. Once you've clicked on meetings you can find the Zoom meeting that you previously set up and then scroll down until you see "Meeting Options." From there you should see the option "Enable Waiting Room." Check the box to enable the waiting room for that Zoom meeting. See example below.

The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes the Zoom logo, the phone number 1.888.799.9666, and links for SALES and PLANS. On the left, a navigation menu is visible with 'Meetings' highlighted in blue and indicated by a red arrow. Below the menu are links for 'Refer-a-Friend', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and 'Schedule a Meeting'. The form includes fields for 'Topic' (My Meeting), 'Description (Optional)', 'When' (04/26/2019, 10:00 AM), 'Duration' (1 hr 0 min), and 'Time Zone' ((GMT-4:00) Eastern Time (US and Canada)). There are checkboxes for 'Recurring meeting', 'Registration' (Required), and 'Video' (Host and Participant, both set to 'off'). Under 'Audio', 'Both' is selected. The 'Meeting Options' section, indicated by a red arrow, contains several checkboxes: 'Require meeting password', 'Enable join before host', 'Mute participants upon entry', 'Use Personal Meeting ID 901-370-8613', and 'Enable waiting room', which is also indicated by a red arrow.