How Do I Use Zoom to Conduct Interviews?

Assuming you’ve got a set of candidates, their contact info (email), and the dates/times for the interviews, and assuming you’re familiar with the steps for scheduling a meeting with the Zoom app, or through Outlook, consider the hints/tips below when scheduling a series of interviews.

Reminder: A separate Zoom meeting invite will need to be sent to each candidate.

1. **Type the candidate’s name in the meeting topic box.** Always double- and triple-check the meeting topic entry. By default, Zoom should put “Zoom Meeting” after your name, but depending on the app you are using to schedule, it might put something different.

2. **Be sure BOTH the Host and Participants Video is enabled in the Scheduling box.** This setting still allows host and participant to turn their webcams on and off at any time. It just ensures that the option to allow video in the meeting is enabled. This will help prevent a possible glitch or momentary setback from happening.

3. **Keep the Audio options set to “Telephone and Computer Audio.”** Even if you do not intend to use phone audio for either host or participant roles, sometimes glitches do happen, and the ability for one or more parties to dial in to the meeting is preserved.
4. **Make sure “Enable join before host” is checked.** This allows the participant to enter the meeting room ahead of time, to get familiar with meeting options that might be available, and most importantly, to check their audio and video feeds ahead of time. (If you have ever been a “digital interviewee,” you know that the mental benefits of this little bit of acclimation are priceless.)

![Advanced Options]

5. **Make sure the “Personal Meeting ID” option is not checked.** When scheduling candidate interviews, this will make sure the meeting ID is unique for each of the candidates. If you do not do this, it is possible for one candidate to enter the meeting room of another candidate, possibly while the interview is going on.

![Meeting ID]