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 that follow when scheduling interviews.

**Two Approaches:** Depending on what works best for you, you can create a single meeting for multiple interviewees in conjunction with the Waiting Room option (see Tip 4 on the next page). Or, you can create a separate meeting for each interviewee.

1. **Type an appropriate title in the meeting topic box.** If you are scheduling for a single interview, use the interviewee’s name in the topic. If you are scheduling multiple interviewees for a single meeting, enter a more general topic. Double-check your meeting topic entry. The default topic in the Zoom app is “Zoom Meeting” after your name. But if you are scheduling through the web site, the default might be 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 don’t 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. **Multiple interviewees in a single meeting recommendation:** Select “Enable waiting room”. This option is useful when you have multiple interviewees. Interviewees are put in the “waiting room” initially when they join the meeting. You then can let one interviewee in to the meeting at a time when you are ready to start each interview. That way, interviewees do not encounter one another.

![Enable Waiting Room option](image)

**Individual meetings for each interviewee recommendation:** Select “Enable join before Host”: If you set up a separate meeting for each interviewee, consider selecting the Enable join before host option. This allows the participant to enter the meeting room ahead of time and get familiar with meeting options as well as to check their audio and video feeds before the interview starts.

5. **Make sure the “Personal Meeting ID” option is not checked.** When scheduling individual candidate interviews, this will make sure the meeting ID is unique for each of the candidates so that one candidate isn’t able to enter the meeting room of another candidate. If you are scheduling one meeting for multiple interviewees, this is still a good idea to make sure only those with the unique ID can join the meeting. Just make sure you have the Waiting Room option turned on (see Tip 4 above).

![Meeting ID settings](image)

6. **Sharing Your Screen Best Practice: Only Share Single Application Windows.** At some point during an interview, you will probably need to share your screen so that interviewees can see documents (e.g. Confidentiality Agreement, Interview Questions). When you select Share Screen, you will have the option to share your whole desktop or any single application window that you have open. It is best to share a specific application window instead of sharing your whole desktop, because the latter approach can result in the interviewee seeing other private content on your computer.