

## Guide for Conducting Meetings and Interviews Using Zoom for Hiring Managers and Search Committees

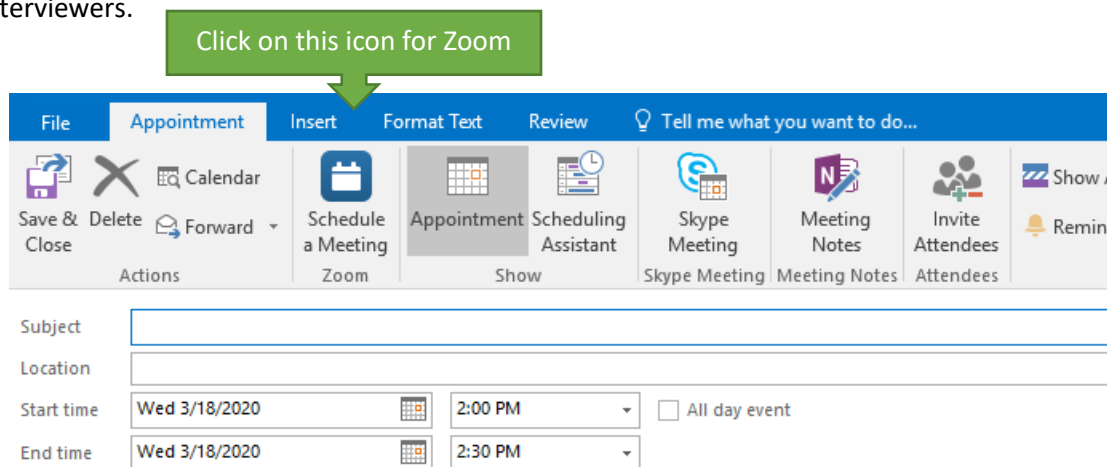
A meeting organizer can set up a Zoom interview through one of the following options.

1. UF Zoom web, <https://ufl.zoom.us>
2. MS Outlook (need to download Outlook plugin from <https://ufl.zoom.us/download#outlook>)
3. Zoom software application (needs to download the application from UF Zoom website, <http://ufl.zoom.us>)

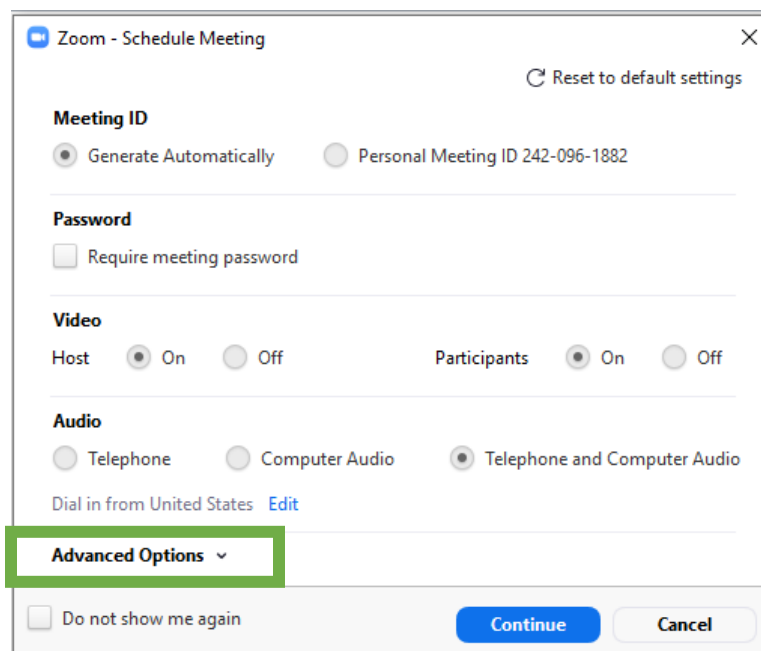
You may need your IT professional to assist you in installing the MS Outlook plugin and the Zoom software application.

### **Scheduling an Interview or a Meeting Through Zoom**

One of the quickest ways to schedule a Zoom meeting/interview is through MS Outlook. Zoom will automatically provide the call-in information in the body of the email. If you utilize other options, then you will need to copy the provided call-in information and then paste it in the MS Outlook appointment to your interviewers.



You will see an option menu popped up. Be sure to click on the “Advance Options” to expand the option menu if it is minimized.



**Zoom - Schedule Meeting** [Close]

**Meeting ID**  
 Generate Automatically     Personal Meeting ID 242-096-1882

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**Password**  
 Require meeting password

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**Video**  
 Host     On     Off                      Participants     On     Off

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**Audio**  
 Telephone     Computer Audio     Telephone and Computer Audio  
 Dial in from United States [Edit](#)

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**Advanced Options** ^

- Enable Waiting Room
- Enable join before host
- Mute participants upon entry
- Only signed-in users can join the meeting: Sign in to Zoom
- Automatically record meeting
- Force include Join URL in location field
- Insert Zoom meeting invitation above existing text

Select a language for meeting invitation:  [v]

Alternative hosts:

Do not show me again       

**A** Meeting ID – Allow the system to generate an ID for you.

**B** Password – this is optional but it is not recommended for a search committee meeting or for an interview conducted by a search committee. If this is turned on for a search committee meeting or for an interview conducted by a search committee, then the public meeting announcement must include the assigned password.



Video – be sure to turn on for both Host and Participants. Both parties have the option to turn the video off.



Audio – be sure to select the option “Telephone and Computer Audio”. This allows all users to utilize the either option that will allow optimal calling experience.

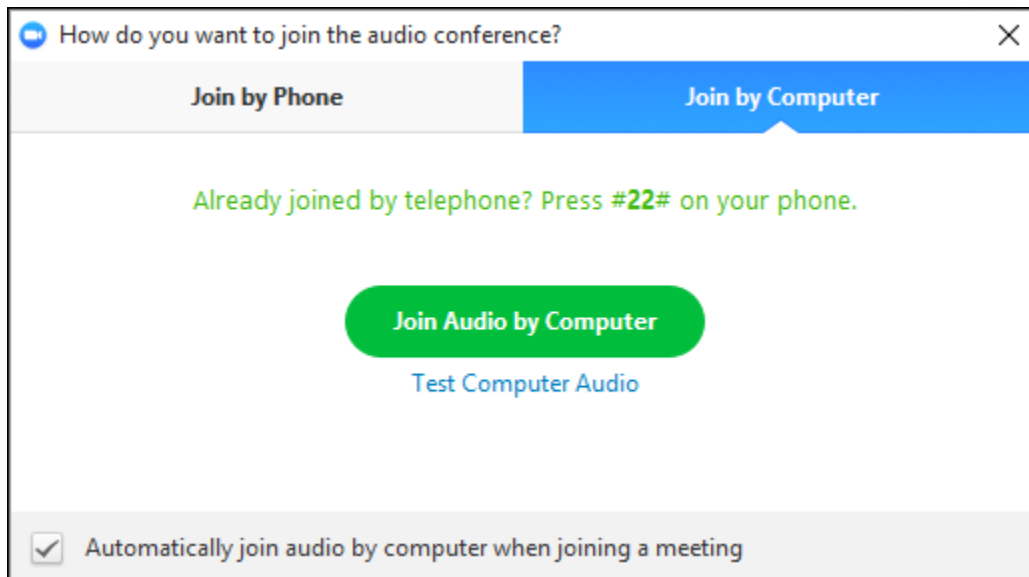


Advanced Option – this allows you to set up the meeting where you can have a better control of the experience. Please be sure that the following boxes are checked:

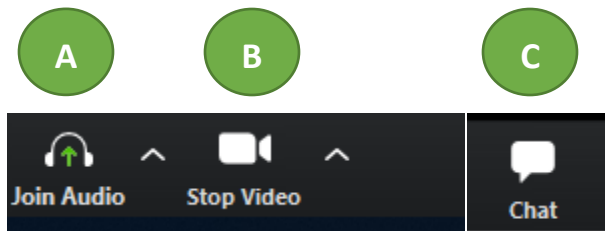
- **Enable Waiting Room** – this provides the meeting organizer the ability to control when each participants can join the meeting, especially the interviewee. The organizer can wait for interviewers and search committee members sign into the meeting before letting the candidate into the session to begin the interviewing session.
- **Enable Join Before Host** – this allow all participates to be able to log into the Zoom meeting prior to when the organizer signs in.
- **Mute Participants Among Entry** – this will mute all participants when they sign into the Zoom meeting. This can be very helpful in minimizing any audio feedback that may be distracting to the meeting. Each meeting participant can unmute him-/herself and the meeting organizer can unmute the participants at any time during the meeting.

### Joining and Participating in a Zoom Meeting

When a participant, including the candidate, attempts to join a Zoom meeting, Zoom will provide a prompt, like below, asking for your preferred method of joining the call – by phone or by computer.



Once a participant is admitted into a Zoom meeting, he or she will see a few useful controls toward the bottom of his or her screen.



- A** **Audio Control** – this will allow each participant to be able to mute or unmute him-/herself and communicate through his/her computer or telephone.
- B** **Stop Video** – this allows each participant to stop or restart his/her video transmission. This will not disconnect the participant from listening or participating in the Zoom meeting if this feature is selected.
- C** **Chat** – this allow each participant to communicate to a specific person participating in the Zoom meeting or to everyone in the Zoom meeting. Please be cautious in using this feature during an interview since the candidate can also see the content of the chat if the message was sent to everyone.

For additional information on Zoom for UF faculty, staff and students, please visit <https://zoom.ufl.edu>. If you have additional questions on using Zoom in an interview setting or for a search committee meeting, then feel free to contact UF Talent Acquisition and Onboarding by emailing [talent@hr.ufl.edu](mailto:talent@hr.ufl.edu) for further assistance.