Dear #INTERVIEWER#,

The attached itinerary has the links to your Zoom meetings & interview sessions for #DATE#.

Please sign into your Zoom account to start each meeting. This will ensure that you are assigned Host or Alternative Host role.

1. Please log into your Zoom account at #LINK#
2. Once you are in your account, click on Meetings to the left
3. Select your meeting & click on Start or Join

NOTE: If you are unable to log in this way, you may click on the Zoom link provided in the attached itinerary. However, you will lose the Host or Co-Host role and you need to call or text me so that I can jump into your meeting to assign the roles to you.

#NAME# is the assistant assigned to your interview sessions to assist you staying on time.

* Please admit your assistant from the Waiting Room into the meeting at the beginning of your interview sessions.
* The assistant will stay in the interview session and will send reminders through the Chat option to stay on schedule.
* The assistant should be muted with no video.

Attachments:

* Interviewer’s Itinerary
* Steps to Running Interviews with Waiting Room Option

If you need help, please text or call my cell.

Thank you!

#PROGRAM COORDINATOR INFO#