**Steps to Running Your Zoom Interviews with Waiting Room Option**

**Log into your Zoom account at #LOG IN LINK#**

* Click on “Sign In”
* Click on Meetings on the left
* Locate meeting & Click on “Start” button to the right
  + *If this doesn’t work, please log out & back into your account*
  + *Please note that you must log into through your account to be assigned your role as Host or Co-Host*
* Click on “Join with Computer Audio”
  + *If unable to be heard, check to see if you are muted in lower left hand corner of screen*
  + *If you cannot view yourself, look at camera icon (Video Conferencing) in lower left and be sure it is not crossed out. If it is crossed out, click on camera icon to toggle back on.*

**Ensure that you are listed as Host or Co-Host**

* Click on Participants on the bottom of the screen to open panel to the right. You should see Host or Co-Host next to your name.
  + *If you do not see this, text/call #COORDINATOR NAME & PHONE# and I will assist.*
* As Host or Co-Host, you must remain logged in or the Zoom interview will end when you exit.
  + *If you need a break or need to leave the meeting, mute yourself by clicking on microphone icon in lower left. You can also turn off your Video Conferencing by clicking on camera icon. To toggle back on, just click on the icons again.*

**To Admit Candidate from the Waiting Room**

* Hover over the Candidate’s name in the panel to the right and click “Admit” to add to meeting and Candidate should be added to the meeting
  + *If you don’t’ see your candidates name in the Waiting Room, check your name to ensure you are Host or Co-Host & try again*
  + *If you still don’t see your Candidates name, ask your co interviewer to try*
  + *If you still don’t see your Candidate’s name at the scheduled start time, text text/call #COORDINATOR NAME & PHONE# I will assist*
  + *If the Candidate is not able to join the Zoom meeting at all, you can call the candidate using the list provided*

**Assistants for Interview Day**

* Each Zoom interview is assigned an assistant who will assist staying on schedule & will report any issues to me so that I can assist
* Please admit your assistant into your Zoom interview at the beginning and keep them in the room. They should be muted and not on Video Conference which means you should just see their name. They will send friendly reminders to end interviews on time.
* *If they are not muted or their Video Conference is on, you can send a Chat message by clicking on the Chat button at the bottom of your screen and send either a private message or one to all.*

**To Remove Candidate from the Meeting**

* Hover over the Candidate’s name and click on “More” button & click on “Remove”
* Continue Admitting & Removing Candidates following your interview schedule

**To End the Meeting**

* Click on “End” in the lower right hand corner.
* When the host exits the meeting, the meeting ends for all so only exit after your last interview.

**Final Checklist for Interview Day**

* I can start my meeting
* I can Video Conference-Camera & Audio Working
* I can Admit & Remove Candidates from Waiting Room
* I can use the Chat option
* I can end my meeting

When you need any assistance, please *text/call #COORDINATOR NAME & PHONE#*.