

# Using Zoom for Virtual Interviews

**By Pamela Brancati-Moynihan, C-TAGME**

# Recruitment in a Virtual World

# My Experience

- Planning
- Organization
- Communication
- Setting up Zoom “meeting” for interview days
- Structure for interview day
- Breakout Rooms

# Virtual Social Hour



# Organization

## Schedules

Master Schedule

Candidate Schedules

Interviewer Schedules

# Master Schedule

Saturday, August 22, 2020							
7:45am-8:30am	8:40am-9:00am		9:05am-9:25am		9:30am-9:50am		
All Candidates	Interviewer	Candidate	Interviewer	Candidate	Interviewer	Candidate	
Program Intro	PD	Candidate #1	PD	Candidate #2	PD	Candidate #3	
Program Intro	Faculty	Candidate #2	Faculty	Candidate #3	Faculty	Candidate #4	
Program Intro	Faculty	Candidate #3	Faculty	Candidate #4	Faculty	Candidate #5	
Program Intro	Faculty	Candidate #4	Faculty	Candidate #5	Faculty	Candidate #6	
Program Intro	Faculty	Candidate #5	Faculty	Candidate #6	Faculty	Candidate #1	
Program Intro	Fellows	Candidate #6	Fellows	Candidate #1	Fellows	Candidate #2	
	9:55am-10:15am		10:20am-10:40am		10:45am-11:05am		11:10am
	Interviewer	Candidate	Interviewer	Candidate	Interviewer	Candidate	Wrap up
	PD	Candidate #4	PD	Candidate #5	PD	Candidate #6	Wrap up
	Faculty	Candidate #5	Faculty	Candidate #6	Faculty	Candidate #1	Wrap up
	Faculty	Candidate #6	Faculty	Candidate #1	Faculty	Candidate #2	Wrap up
	Faculty	Candidate #1	Faculty	Candidate #2	Faculty	Candidate #3	Wrap up
	Faculty	Candidate #2	Faculty	Candidate #3	Faculty	Candidate #4	Wrap up
	Fellows	Candidate #3	Fellows	Candidate #4	Fellows	Candidate #5	Wrap up

# Candidate Schedule

<b>UCONN HEALTH</b>	
<b>Fellowship Interviews</b>	
Candidate Name	
Tuesday, July 21, 2020	
<b>INTRODUCTION</b>	
7:35am-7:40am	Join the ZOOM Meeting by clicking the link included in your email
7:45am-8:45am	Intro Program Director
<b>INTERVIEWS</b>	
9:00am-9:20am	Interviewer Name Title/Position
9:25am-9:45am	Interviewer Name Interviewer Name
9:50-10:10am	Interviewer Name Title/Position
10:15am-10:35am	Interviewer Name Title/Position
10:35am-10:45am	<b>BREAK</b> Title/Position
10:45am-11:05am	Interviewer Name Title/Position
11:10am	Wrap Up



# Interviewer Schedule

Log on to zoom time



Candidate's cell



<b>Fellowship Interview Schedule</b>	
Interviewer Name	
Thursday, July 23, 2020	
<b>7:45am-8:45am</b>	<b><u>Intro</u></b> <b><u>Program Director</u></b>
<b>8:45am</b>	<b>Attendings Join ZOOM meeting by following the link in the Outlook invitation</b>
<b>9:00am-9:20am</b>	<b>Candidate Name</b> cell phone #
<b>9:25am-9:45am</b>	<b>Candidate Name</b> cell phone #
<b>9:50-10:10am</b>	<b>Candidate Name</b> cell phone #
<b>10:15am-10:35am</b>	<b>Candidate Name</b> cell phone #
<b>10:35am-10:45am</b>	<b>BREAK</b>
<b>10:45am-11:05am</b>	<b>Candidate Name</b> cell phone #
<b>11:10pm</b>	<b>Wrap Up</b>



# Communication – Candidates

# Communication - Candidates

## #1

### Initial Email

- Confirm interview date
- Announce social hour
- Information about interview day
- Cell phone number
- Blind copy email

Hello, we're excited to meet you during The UConn Health Maternal-Fetal Medicine Fellowship interviews scheduled for **Saturday, July 25, 2020**. As you know, all interviews will be conducted virtually using the **ZOOM** platform, and although this is not ideal we hope to showcase our institution and our fellowship program in the best possible light and give you as much information as possible.

We will be hosting an informal "Social Hour" for you to attend (virtually) with our current MFM fellows. This will be held on **Friday, July 24, 2020 from 6pm-7pm EST**. We hope you can attend.

On the morning of July 25, 2020 the interview day will begin promptly at **7:45am EST** with a presentation from our Program Director. Interviews will begin at **9:00am EST** and will conclude at approximately **1:00pm EST**.

In preparation, here are some key things I would ask of you:

1. Please be sure you can access **Zoom.us**
2. Please be sure to have a secure internet connection
3. Confirm with me by email
  - a) Your interview day
  - b) If you will attend our virtual social hour
  - c) Your current mailing address
  - d) Your cell phone number in case we have any issues on interview day

As the day gets closer I will be sending additional information regarding how the day will run along with interview schedules. I will as schedule a 5 minute "connectivity time" with you so we are sure you are able to connect to zoom.

If you have any questions, please feel free to contact me.

# Communication - Candidates

## #2

### Email with Zoom link for social hour

Hi, we're looking forward to meeting you at the **UConn Health MFM Fellowship program Virtual Social Hour** scheduled for **Friday, August 22<sup>nd</sup> at 6pm EST.**  
Please find below, the zoom link for this gathering.

Pam Brancati-Moynihan is inviting you to a scheduled Zoom meeting.

Topic: UConn Health MFM Virtual Social Hour

Time: Aug 21, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/9362736447?pwd=akl1RkFiWEo0ZDR4bIBQcTg4SG1PQT09>

Meeting ID: 936 273 6447

Passcode: 1NJpAM

**Pamela Brancati-Moynihan, C-TAGME**

**MFM / REI / MIGS Fellowship Program Coordinator**

OB/GYN | UConn Health

263 Farmington Avenue, Farmington, CT 06030-8071

Office: 860.679.4363 | Fax: 860.679.1228

health.uconn.edu

**UConn**  
**HEALTH**

# Communication – Candidate #3

- Individual emails to each candidate
- Schedule
- Start time for the day
- Zoom link
- Your cell
- Logging on to the meeting/special instructions
- Important things candidates need to know

Hi ,

We are excited to virtually meet you on **Saturday, July 25th!** As previously mentioned we will be using the **ZOOM** platform to conduct our interviews with you. Our hope is to give you as much information about our program and our institution so you are well informed.

Attached you will find your schedule for your interview day. Please remember that all times are in **EST**. The day will begin at **7:45am EST** with an introduction of our program by our Program Director. Please log on to **ZOOM** at the specified time on your schedule. We would like to have everyone logged on about 10 minutes prior to beginning.

Please note a previous email was sent to you with the ZOOM link for the **SOCIAL HOUR** scheduled for Friday, July 24<sup>th</sup> at 6:00pm EST with our current fellows. Let me know if you did not receive that email.

If you experience any technical difficulties on the day of your interview, you can reach me on my cell at 860-402-7611.

The Zoom link for your **Interview Session is below:**

Pam Brancati-Moynihan is inviting you to a scheduled Zoom meeting.

Topic: UConn Health MFM Fellowship Interviews

Time: Jul 25, 2020 07:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/9362736447?pwd=akl1RkFjWEo0ZDR4bIBQcTg4SG1PQT09>

Meeting ID: 936 273 6447

Password: 1NjPAM

**When joining the ZOOM meeting please use your first and last name when logging on. If you cannot fit that please use your last name only.**

#### Other Things You Should Know

- **You will need a computer/laptop/tablet with camera and microphone capabilities as well as a reliable internet connection.**
- Please make sure you have a quiet, well-lit place to conduct your interviews, free from distractions and interruptions.

# Communication for Interviewers

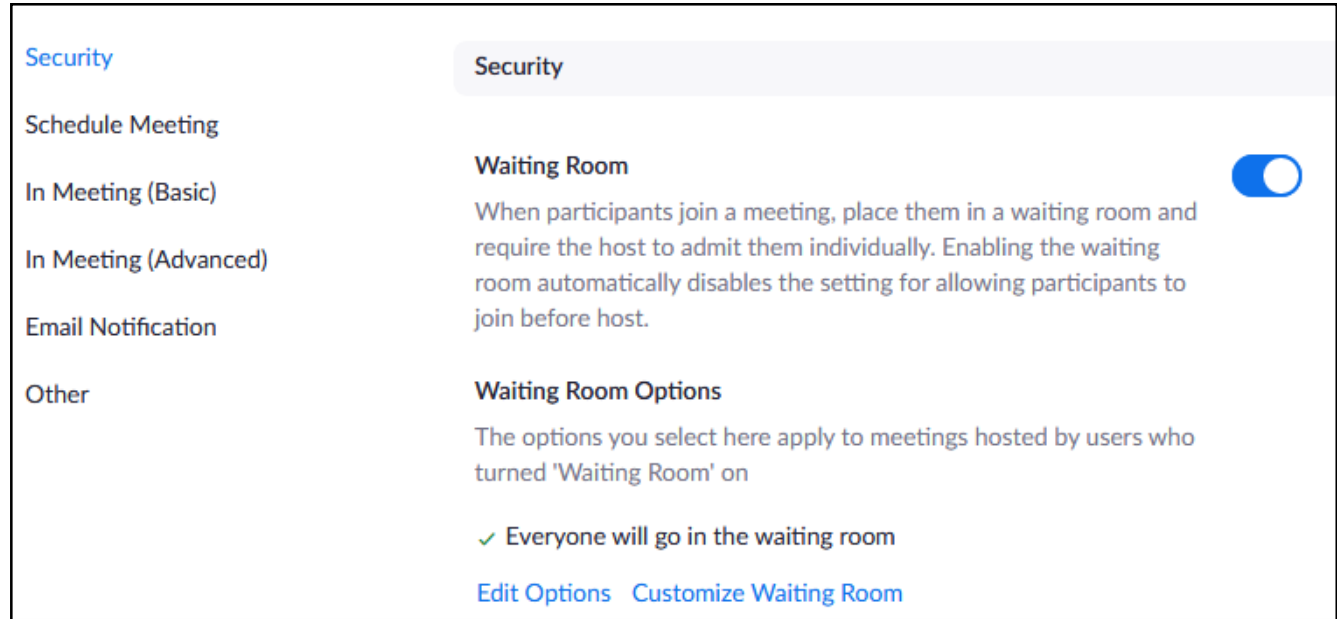
- Zoom training
  - Structure and how to's
- Outlook invite with interview Zoom link
- Candidate applications
- Interview schedules and Evaluations

# Setting up ZOOM for the interview day

## Meeting Set up

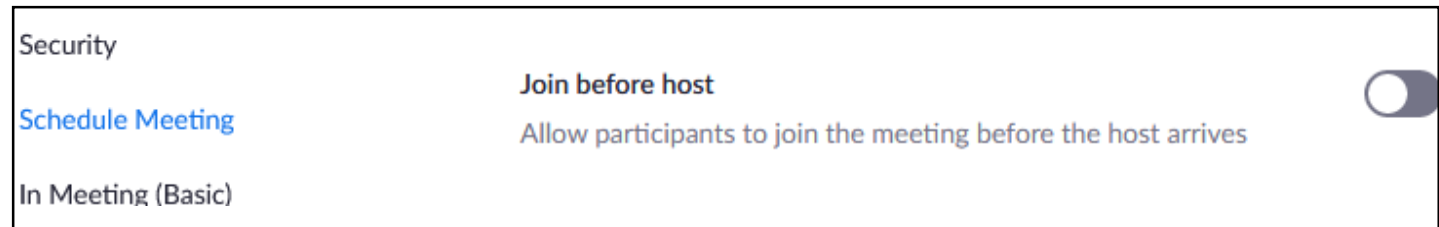
Settings:

Enable “waiting room”



The screenshot shows the Zoom Security settings page. On the left sidebar, 'Security' is selected. The main content area is titled 'Security' and features a 'Waiting Room' section with a blue toggle switch turned on. Below this, there is a 'Waiting Room Options' section with a checkmark next to 'Everyone will go in the waiting room' and links for 'Edit Options' and 'Customize Waiting Room'. A red arrow points to the 'Waiting Room' toggle switch.

Disable “join before host”

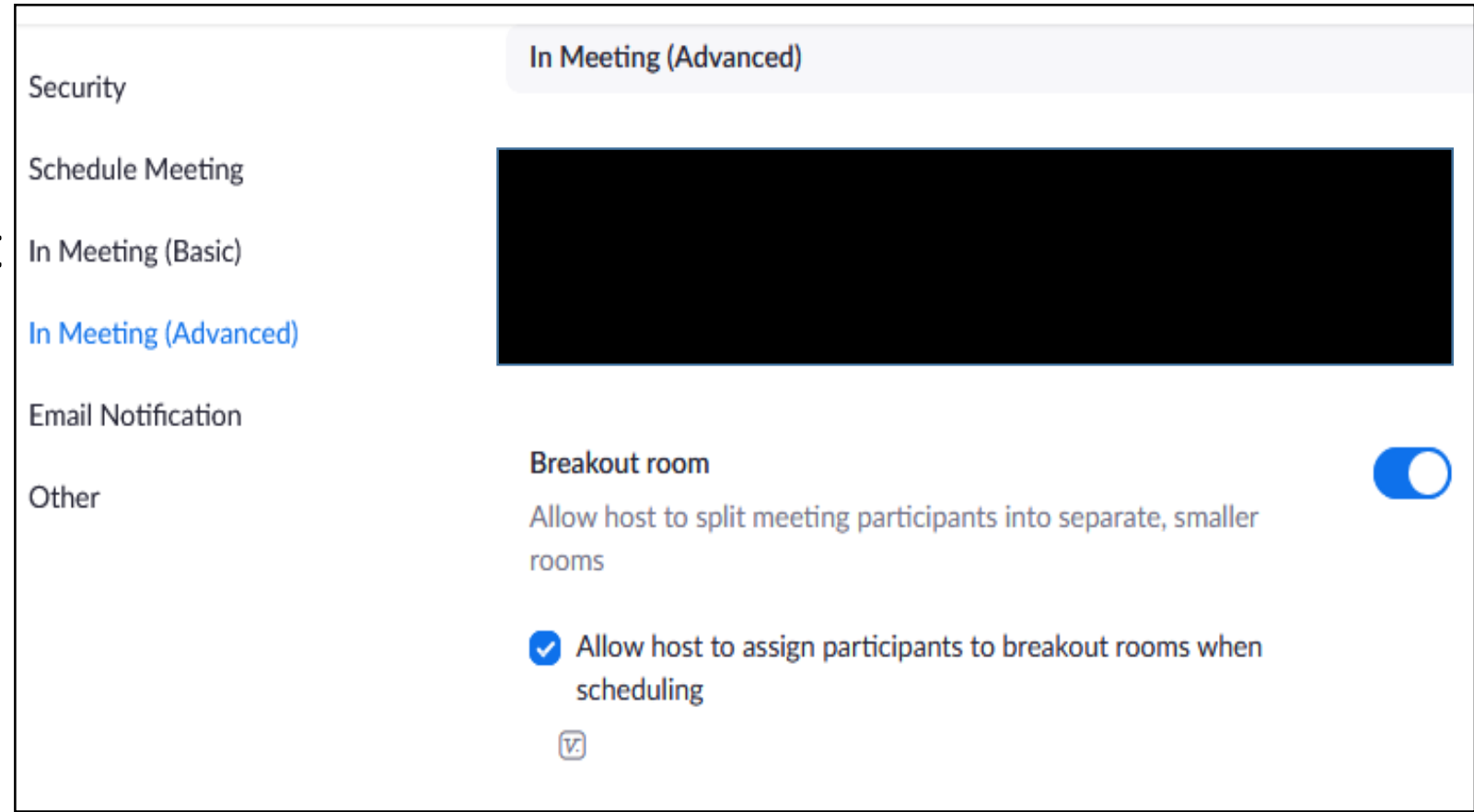


The screenshot shows the Zoom Security settings page. On the left sidebar, 'Security' is selected. The main content area is titled 'Security' and features a 'Join before host' section with a grey toggle switch turned off. Below this, there is a description: 'Allow participants to join the meeting before the host arrives'. A red arrow points to the 'Join before host' toggle switch.

# Meeting Set up (continued)

- Settings

Enable “Breakout Rooms”



The screenshot displays the 'In Meeting (Advanced)' settings page in Microsoft Teams. The left sidebar lists various settings categories: Security, Schedule Meeting, In Meeting (Basic), In Meeting (Advanced) (highlighted in blue), Email Notification, and Other. The main content area shows the 'Breakout room' section, which includes a toggle switch for 'Breakout room' (currently turned on) and a checked checkbox for 'Allow host to assign participants to breakout rooms when scheduling'. A small icon with a checkmark is visible below the second checkbox. Two red arrows on the right side of the image point to the 'Breakout room' toggle and the 'Allow host to assign participants...' checkbox, indicating the settings to be enabled.

# Scheduling your meeting

- Topic (be specific)
- Date and Time
- Duration
- Security – Waiting room enabled
- Meeting Options – nothing checked



It's Interview Day!!

# Housekeeping

Utilize the Waiting Room

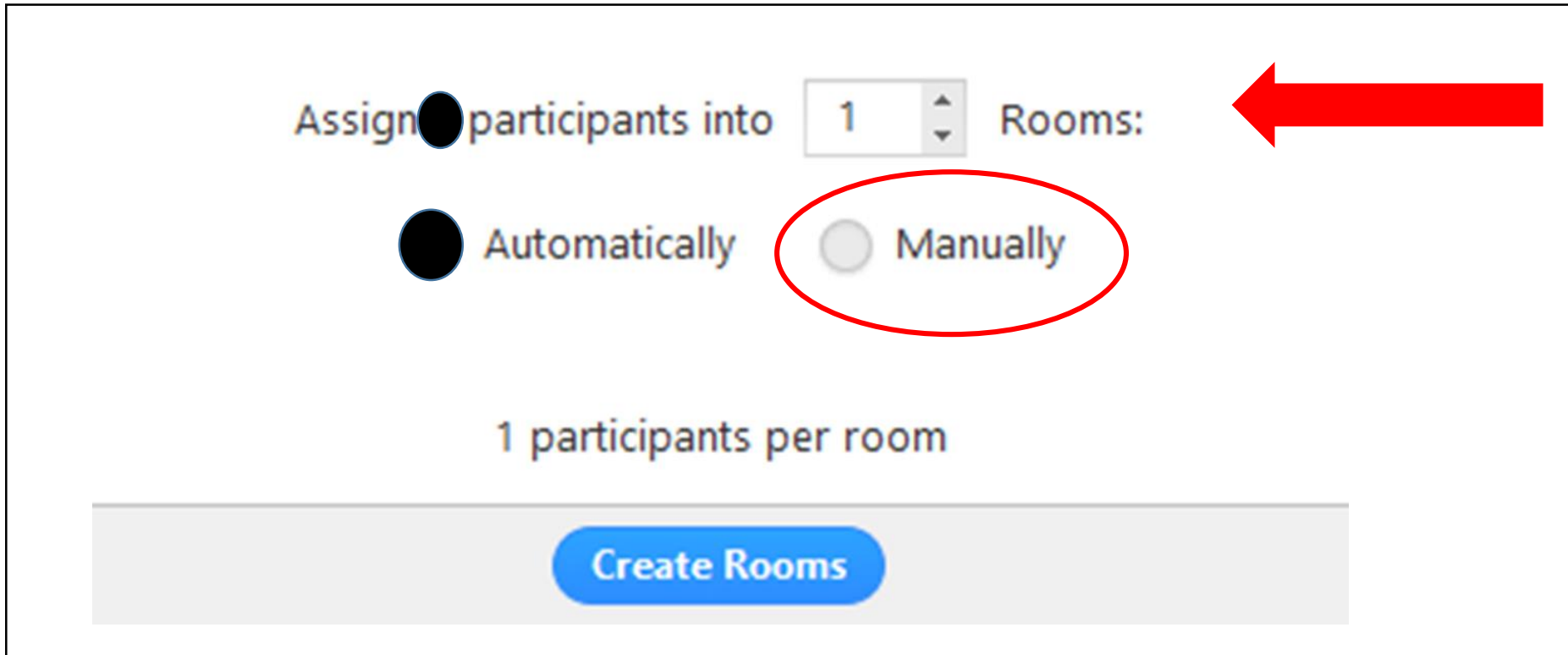
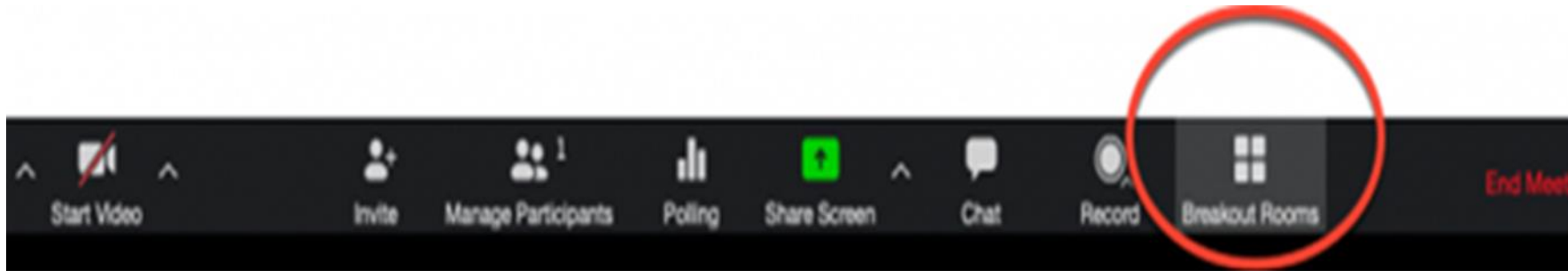
Utilize the Main Session as a Main Conference room

- allow attendees from waiting room
- attendees exit to interview breakout room
- attendees return after interview is over

# Interview Day Structure

- 7:25am PC and PD Main session
- 7:40am Candidates are in waiting room
  - PC lets all candidates in to main session at the same time
- 7:45am PD and PC welcome candidates
  - PD begins presentation
- PC sets up Break out Rooms
- 8:45am Interviewers enter waiting room
  - PD completes presentation
  - PC gives quick overview to candidates on how the interviews day will run
  - PC allows interviewers into Main session

# Setting Up Breakout Rooms





Enter Full Screen

Breakout Rooms - Not Started	
▼ Breakout Room 1	Assign
▼ Breakout Room 2	Assign
▼ Breakout Room 3	Assign
▼ Breakout Room 4	Assign

# Alertley

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after:  minutes
- Notify me when the time is up
- Countdown after closing breakout room

Set countdown timer:  seconds

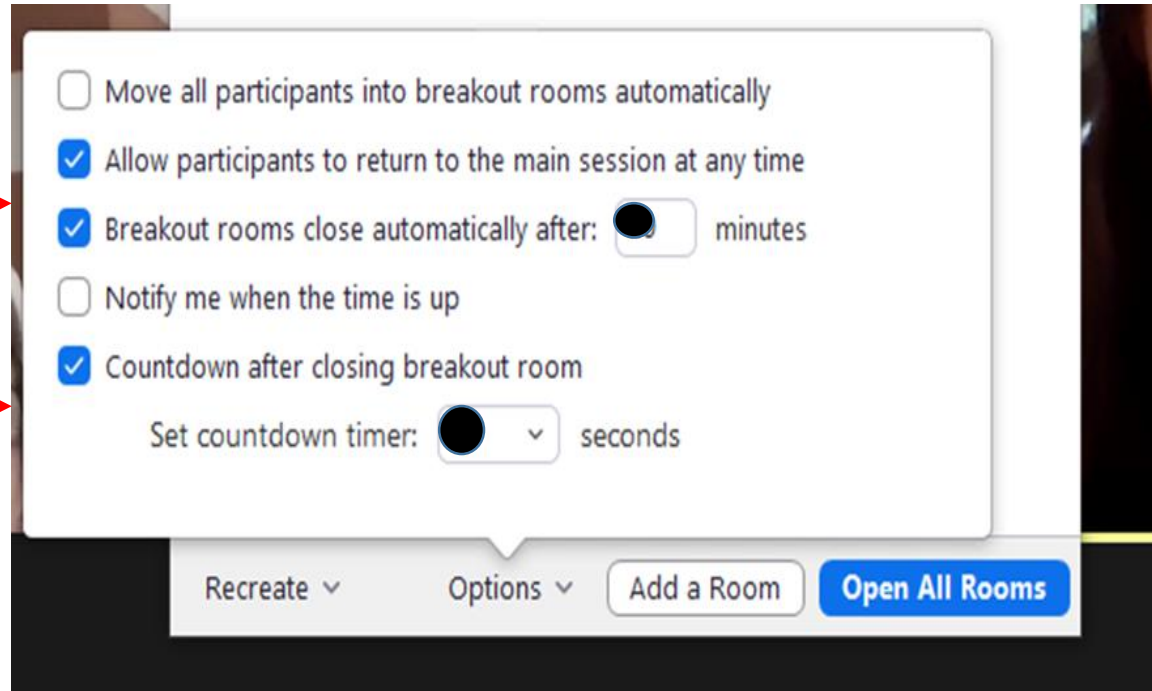
[Recreate](#) ▼ [Options](#) ▼ [Add a Room](#) [Open All Rooms](#)

# Options set up

Total Interview Time = 20 minutes

Breakout room closes after 18 minutes

Less countdown timer = 2 minutes/120 seconds



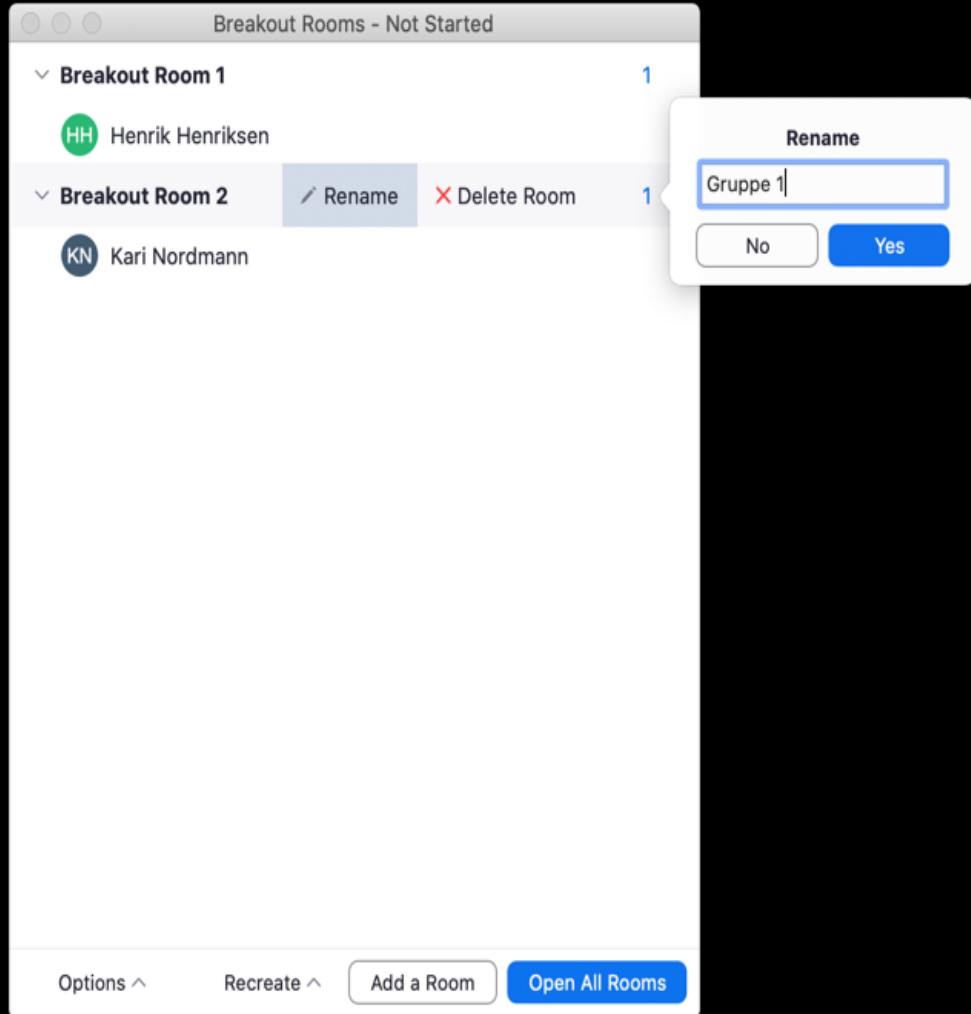
The screenshot shows a meeting options menu with the following settings:

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: 18 minutes
- Notify me when the time is up
- Countdown after closing breakout room
  - Set countdown timer: 2 seconds

At the bottom of the menu, there are buttons for "Recreate", "Options", "Add a Room", and "Open All Rooms".

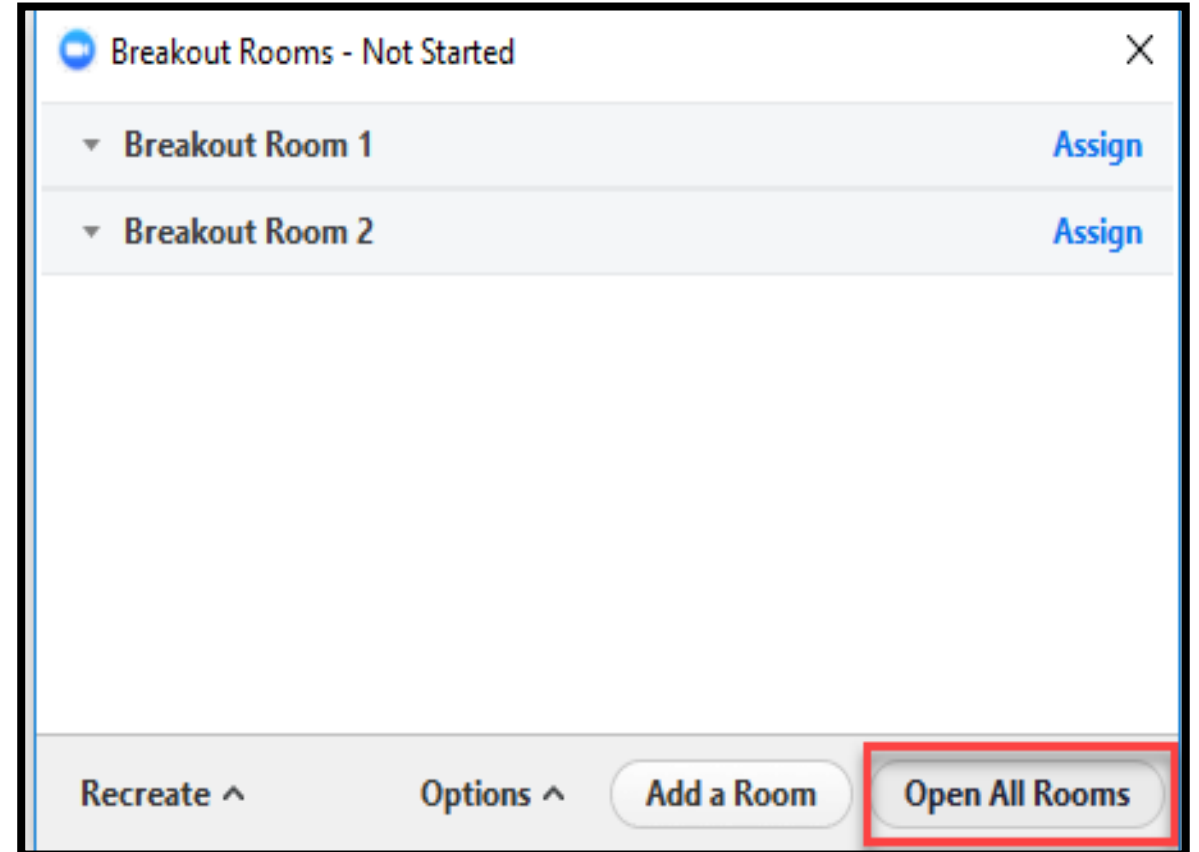
Red arrows from the text on the left point to the "Breakout rooms close automatically after: 18 minutes" and "Countdown after closing breakout room" settings.

# Rename Breakout Rooms



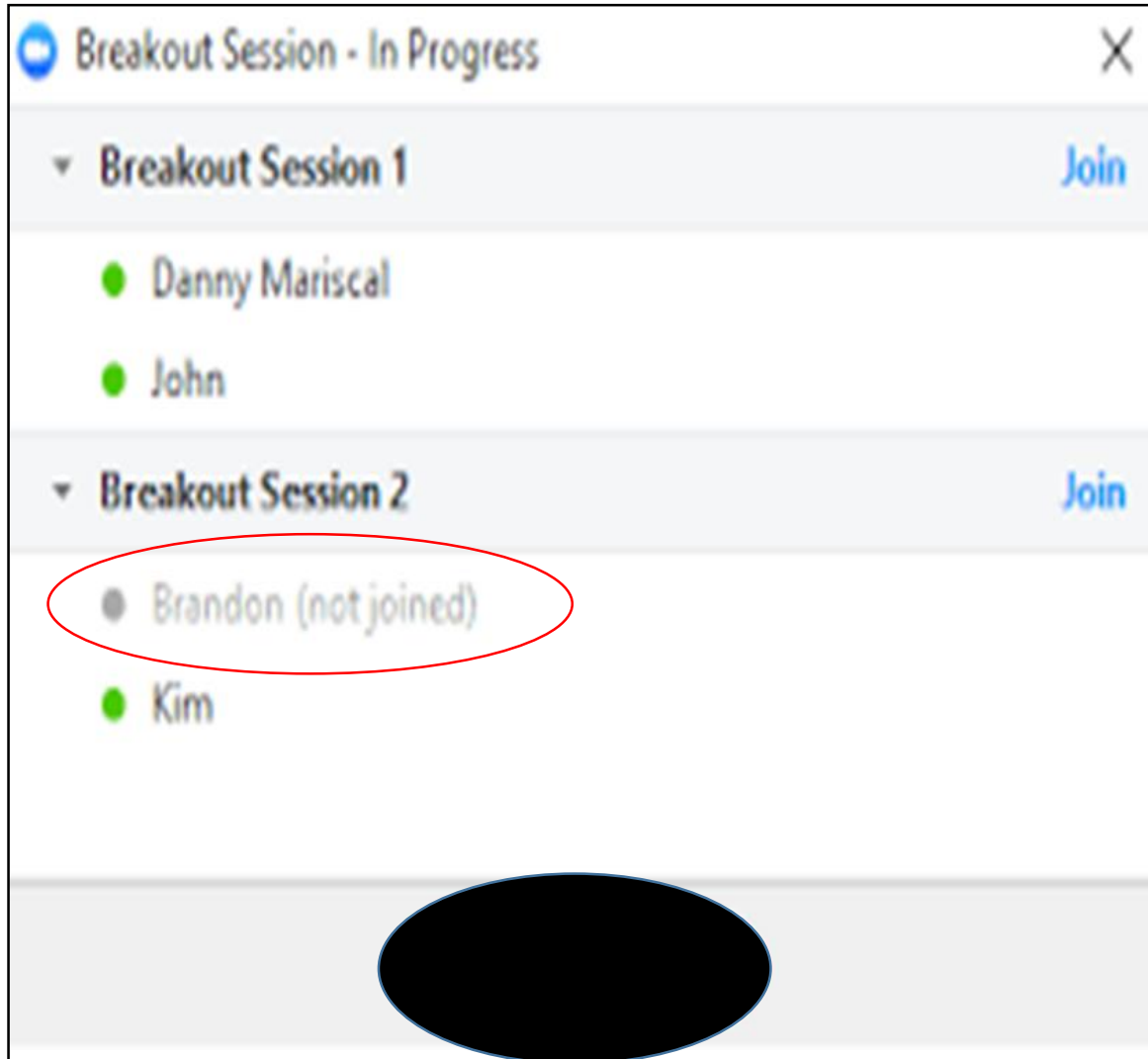
8:40am-9:00am		9:05am-9:25am	
Interviewer	Candidate	Interviewer	Candidate
PD	Candidate #1	PD	Candidate #1
Faculty	Candidate #2	Faculty	Candidate #2
Faculty	Candidate #3	Faculty	Candidate #3
Faculty	Candidate #4	Faculty	Candidate #4
Faculty	Candidate #5	Faculty	Candidate #5
Fellows	Candidate #6	Fellows	Candidate #6

# Assigning attendees to Breakout Rooms and Opening break out rooms



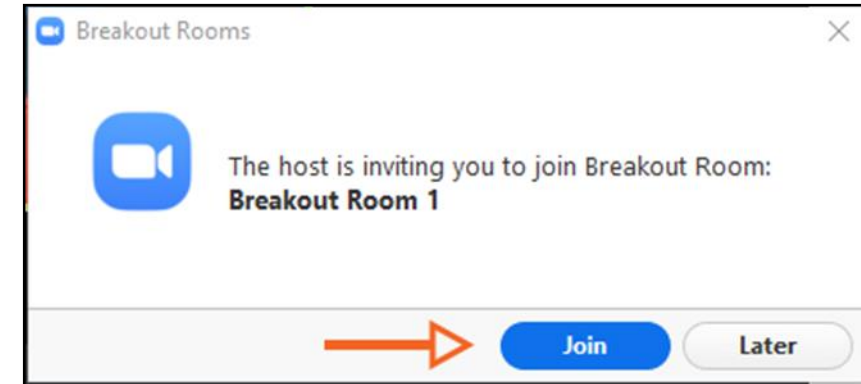


# Breakout Room In Progress

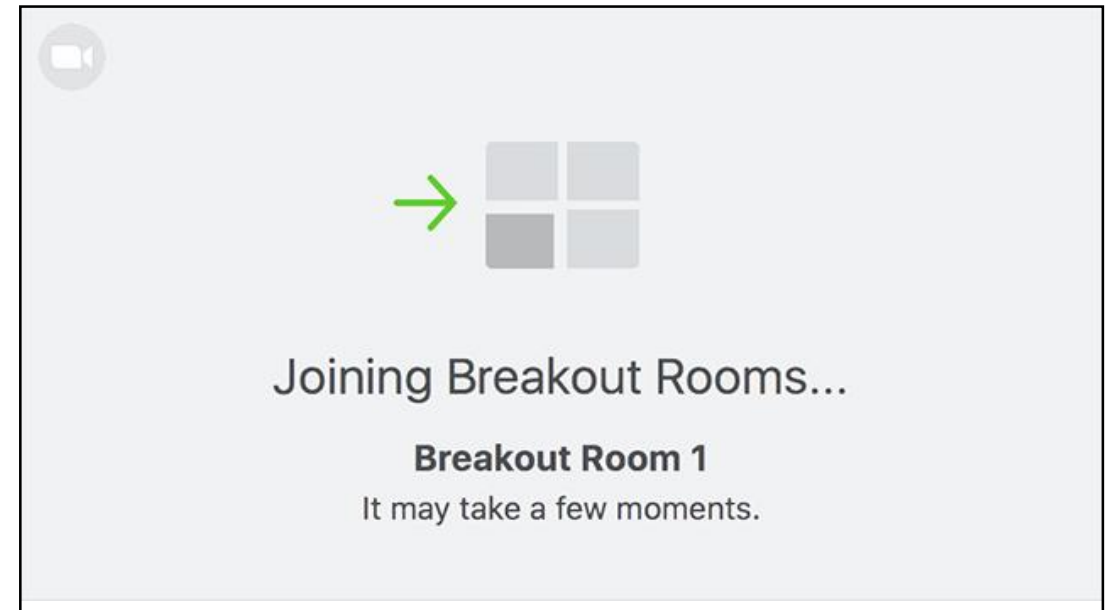


A screenshot of a Microsoft Teams interface showing a breakout session in progress. The window title is "Breakout Session - In Progress". It lists two breakout sessions: "Breakout Session 1" and "Breakout Session 2". Under "Breakout Session 1", participants Danny Mariscal and John are listed with green status indicators. Under "Breakout Session 2", Brandon is listed with a grey status indicator and the text "(not joined)", which is circled in red. Kim is listed below Brandon with a green status indicator. A large black oval is at the bottom of the screen.

# Message attendees see

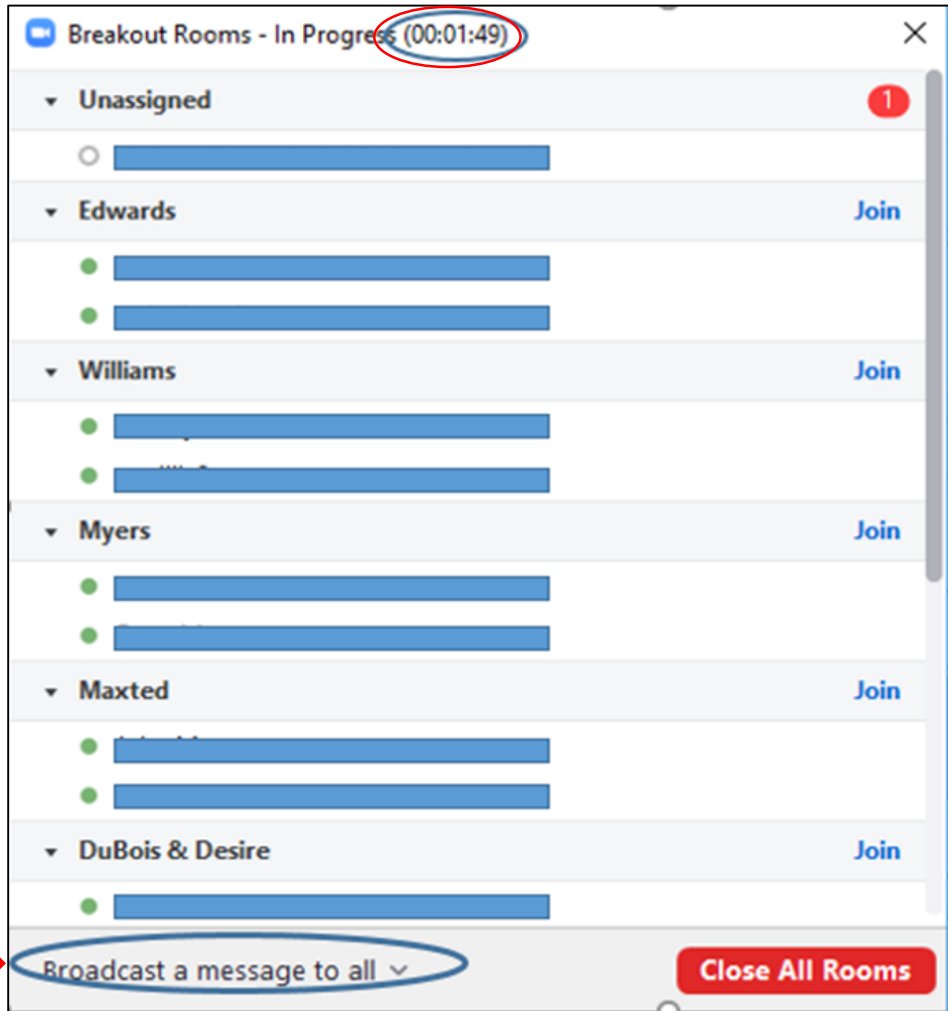


A screenshot of a Microsoft Teams message notification. The window title is "Breakout Rooms". It features a blue video camera icon and the text "The host is inviting you to join Breakout Room: Breakout Room 1". At the bottom, there is an orange arrow pointing to a blue "Join" button and a grey "Later" button.



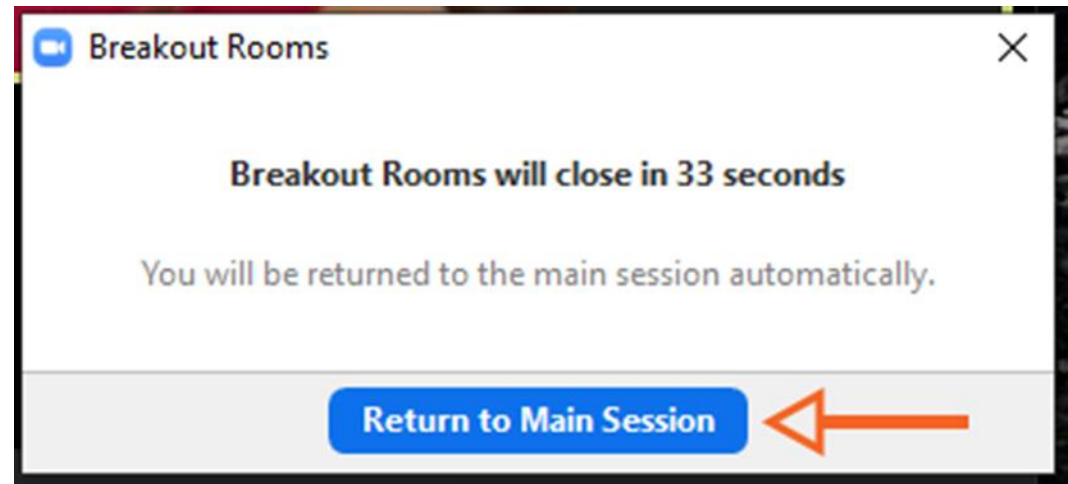
A screenshot of a Microsoft Teams loading screen. It features a grey video camera icon in the top left, a green arrow pointing to a 2x2 grid of grey squares, and the text "Joining Breakout Rooms... Breakout Room 1 It may take a few moments."

## Broadcast a message to all 5 minute warning



The screenshot shows the 'Breakout Rooms - In Progress' window with a timer at 00:01:49. The interface lists several breakout rooms: Unassigned (1 room), Edwards (2 rooms), Williams (2 rooms), Myers (2 rooms), Maxted (2 rooms), and DuBois & Desire (1 room). At the bottom, a red arrow points to the 'Broadcast a message to all' button, which is circled in blue. A 'Close All Rooms' button is also visible at the bottom right.

## Final message to attendees and countdown timer



The screenshot shows the 'Breakout Rooms' dialog box with the message: 'Breakout Rooms will close in 33 seconds. You will be returned to the main session automatically.' A blue button labeled 'Return to Main Session' is at the bottom, with an orange arrow pointing to it from the right.

# Everyone returns to Main Session



# 5 minute break

- Interviewers complete evaluations
  - Mute and stop video
- Candidates take a break
- Coordinator sets up next interview session

# Possible Problems and Resolutions

- Interviewer or candidate loses connection  
Interviewer calls candidate
- Attendees in break out rooms can “Ask for Help”
- Host can join break out room

# My Best Advice

- Do what's best for you.
- Practice
- Be organized
- DON'T SWEAT IT!!
- Ask for help
- Zoom Tutorial

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>

# Thank you and GOOD LUCK!!!

## Let's practice Break Out Rooms

