Carnegie Mellon University
Computing Services

Manage Zoom Interviews for Half- or Full-Day Sessions

Zoom allows you to easily set up and manage half- or full-day interview meetings using the **Breakout Room** feature.

A defined meeting host (or interview coordinator) is required for every interview meeting and must be available to set up and manage the *entire* interview session following the instructions provided below.

What you will need:
- The interview schedule which defines *interview blocks* (times) and *interviewers* during the session.
- The contact information for the interview candidate.
- The contact information for all interviewers (CMU employees).

Before you start:
Make sure the Zoom application is updated.
1) Open **Zoom**.
2) Click your profile icon (upper right).
3) Click **Check for Updates**.

Step 1: Set up the Meeting for the Interview Candidate

Schedule the meeting for the interview candidate in the Zoom app.

1) Open **Zoom**.
2) Click **Schedule**.
3) Change the **Topic** text using the following convention:
   Zoom Interview: [Position] – [initials of interview candidate as needed if multiple interviews]
   E.g., Zoom Interview: Sr. Director, Business Innovation Office - JK
4) Set the **Duration** for the interview. This should be set for *entire* half- or full-day interview session (e.g., 8:00AM-12:00PM)
5) Set the **Video** options for both the **Host** and **Participants** to **off** when joining the meeting. You can request that the interview candidate turn on video upon arrival.
6) Click the **Schedule** button, and a calendar invitation will launch in your primary mail/calendar application.
7) Simplify the meeting message to include only the following Zoom information:
   - Zoom meeting link
   - Zoom meeting ID
8) Send the meeting invite to the interview candidate.

Step 2: Schedule and Send Invitations to Interviewers

Schedule the meetings for the interviewers by copying the Zoom invitation and then using your primary email/calendar application to send separate meeting requests for each interview block.

1) In the Zoom app, click **Meetings**.
2) Select the meeting that you set up for the Interview candidate.
3) Click **Copy Invitation**.
4) Open your primary email/calendar application (Exchange/Google Mail) and create a **New Meeting**.
5) In the New Meeting, add the **Subject** using the same convention for the interview candidate meeting:
   Zoom Interview: [Position] – [initials of interview candidate as needed if multiple interviews]
   E.g., Zoom Interview: Sr. Director, Business Innovation Office - JK
6) Set the date and duration for your first interview block according to the interview schedule (e.g., 8:15AM-8:45AM).
7) Paste the meeting information from Zoom into the body of the meeting message.
8) (Optional) Simplify the meeting message to include only the following Zoom information:
   - Zoom meeting link
   - Zoom meeting ID
9) Add the following note to your meeting message:
   This meeting will use Zoom's Breakout Room feature. The meeting host will request that you join a Breakout Room after you join the meeting. For more information, visit
   https://support.zoom.us/hc/en-us/articles/115005769646
10) Add **Attendees** (the interviewers for the interview block) to the meeting.
11) Attach any related files (including resumes or sample work).
12) Click **Send** to schedule the meeting.
13) Repeat steps 5-12 for all additional interview blocks according to the interview schedule.

Step 3: Set up Breakout Rooms in the Meeting

Before the meeting starts, set up your Breakout Rooms according to the interview schedule.

1) In the Zoom app, click **Meetings**.
2) Select the meeting that you set up for the Interview candidate and click **Start**.
   IMPORTANT! Make sure that you start the meeting from the Zoom app, NOT using the link from your email/calendar meeting requests. Using the link from the meeting requests will bring you into the meeting as a participant without host capabilities.
3) Click **Breakout Rooms**.
4) Select the number of rooms you would like to create based on the number of interview blocks (times) in the interview schedule.
5) Select **Manually** for the assignment option to choose which participants you would like in each room as they join.
6) Click **Create Rooms**. The Breakout Rooms dialog box appears.

Step 4: Manage the Interview Meeting using the Breakout Rooms

During the interview you will need to:

- **Assign** the participants (the interview candidate and interviewers) to the appropriate Breakout Rooms according to the interview schedule. Participants will join the meeting in the main meeting session as "unassigned" until they are assigned to a room.
  Note: You can only assign participants to rooms once they have joined the meeting (in the main session). As the host, you will have to watch for new participants to join the meeting in order to assign them to their rooms.
- **Join** each Breakout Room (as the host) at the start of each interview block to facilitate the interview process.
- **Leave** each Breakout Room (as the host) once each session has started. Leaving a breakout room is not the same as ending a meeting. DO NOT end the meeting.

Follow the detailed instructions below to manage this process:

1) When the interview candidate joins the meeting, click **Unmute** and **Start Video** to introduce yourself and explain that you will be putting the interview candidate into a series of Breakout Rooms throughout the interview.
2) Click **Assign** beside Breakout Room 1 and select the interview candidate.
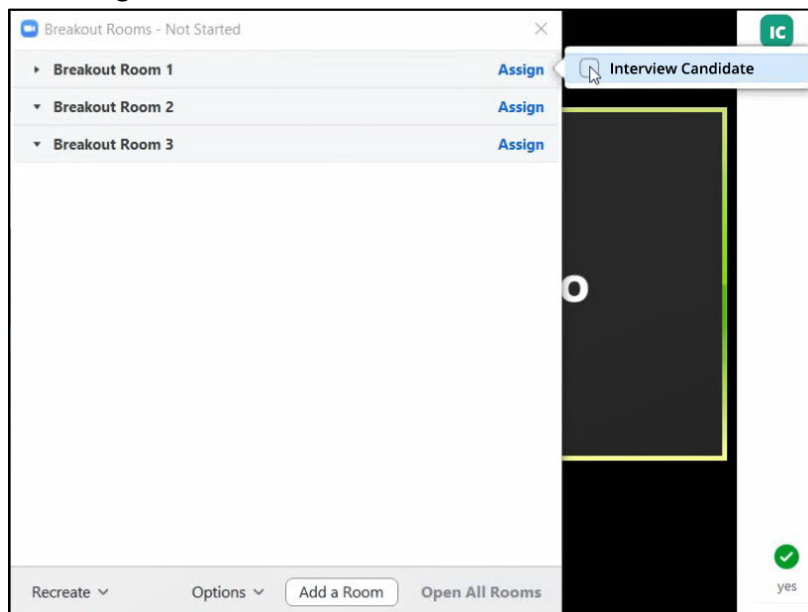
   The interview candidate will be moved to the first breakout room.
3) Click **Open All Rooms** to open the additional Breakout Rooms.

4) Click **Join** beside Breakout Room 1 and then click **Yes** to follow your interview candidate into the first breakout room.
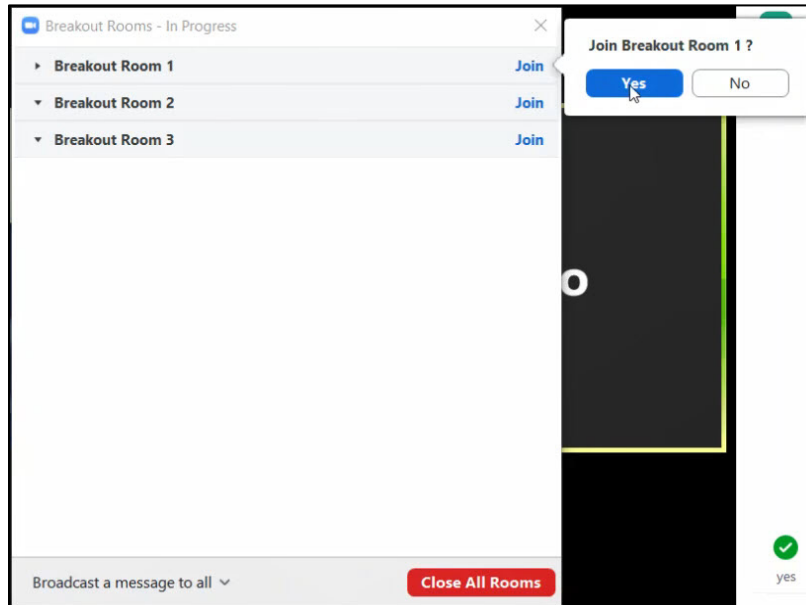

5) As participants (interviewers) join the meeting, they will be moved into the main session as **Unassigned**.

6) Click **Assign To** beside each participant to move them into the appropriate Breakout Room (starting with Breakout Room 1).
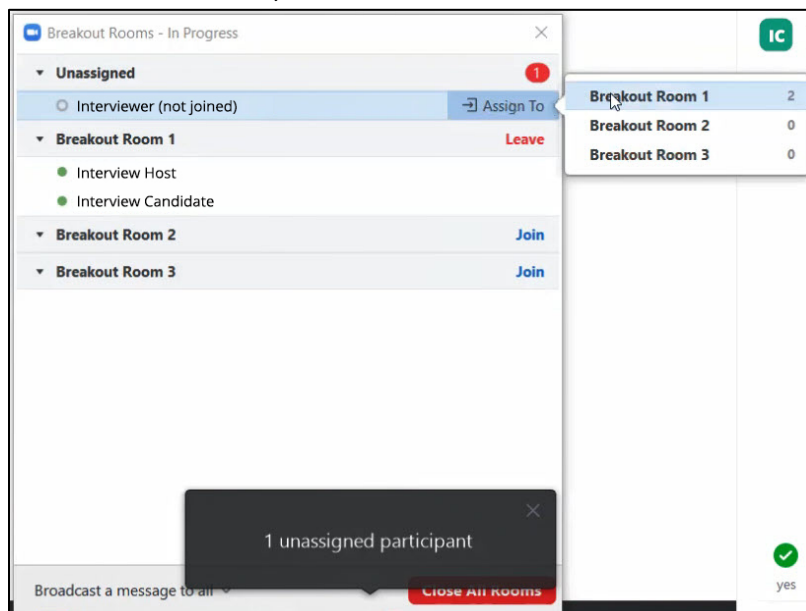

7) Introduce the interview session and let all participants know the following:
- You will be leaving the Breakout Room.
- They can click **Ask for Help** at any time during the session to request that you return.

8) Click **Leave** and then click **Yes** to remove yourself from the Breakout Room and return to the Main Session.
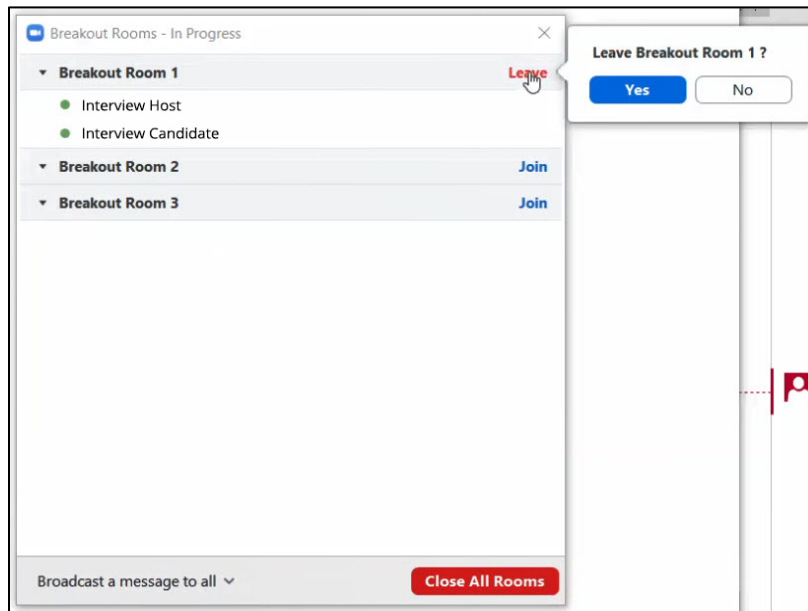
- When you leave the Breakout Room, it is recommended that you click **Mute** and **Stop Video**. Although the Breakout Room will no longer hear or see you (as the host), the Main Session area will be open.

9) (Optional) Five minutes before the start of the next interview block, click **Broadcast Message to All** and announce that the interview session will be ending.
    - Tailor your announcement to specify the ending for the session (e.g. session 1) time, (e.g, 8:30-9:00) or participants (e.g., John and Bob). This will ensure that the session is not confused with the interview meeting.
    - Broadcast Message will go to all participants in all Breakout Rooms as well as the main session area.

10) Click **Join** to assign yourself back into the appropriate (active) Breakout Room to ensure that your interview candidate is ready for the next interview block.

11) Click **Move to** beside the interview candidate, and select the next Breakout Room (e.g., Breakout Room 2).
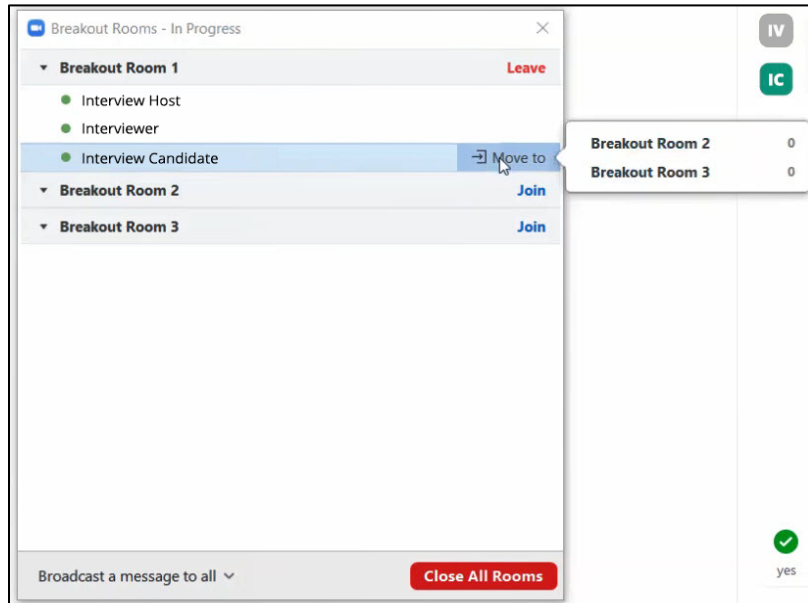
12) Repeat steps 6-11 to assign or move both participants *and* the interview candidate for each additional Breakout Room throughout the interview schedule.
13) At the conclusion of the interview, click **Close All Rooms**.
14) Click **End Meeting > End Meeting for All**.

Host Tips:
- Start the meeting and set up your Breakout Rooms at least fifteen minutes early.
- Plan to manage participants that may be joining their interview blocks late.
- If participants accidentally leave the meeting, they can rejoin at any time and will be assigned back to the main meeting session. You will then have to assign them into the appropriate Breakout Room.
- Participants in breakout rooms can request that you (as the meeting host) join their meeting by clicking **Ask for Help**. You will then be prompted to join the room where the request originated from. Click **Join Breakout Room** to join the room.

For more information, visit: https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms

Notes:
As the meeting host or interview coordinator, you may need to attend or host your own meetings while the interview is taking place. Because Zoom does not allow a host to run concurrent meetings, we recommend using Google Meet while your Zoom account is being used.

Visit https://support.google.com/a/users/answer/9282720?visit_id=637208436396523626-3191086723&rd=1 for more information.

Participants

Participants will be prompted throughout the interview session to wait for Breakout Room assignments and invitations.
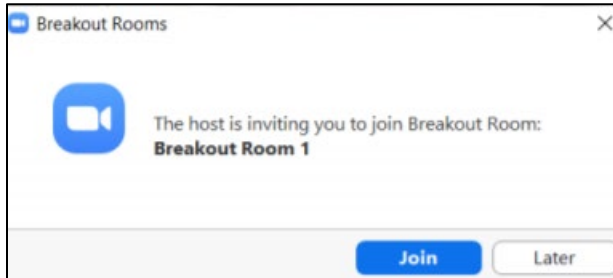
Participant tips:
- Click **Join** when prompted, to keep the meeting running smoothly**.** Do not click Later.
- Be sure to click **Unmute** and **Start Video** at the start of your session.
- You may leave the meeting when your interview session is complete.

For more information, visit https://support.zoom.us/hc/en-us/articles/115005769646