



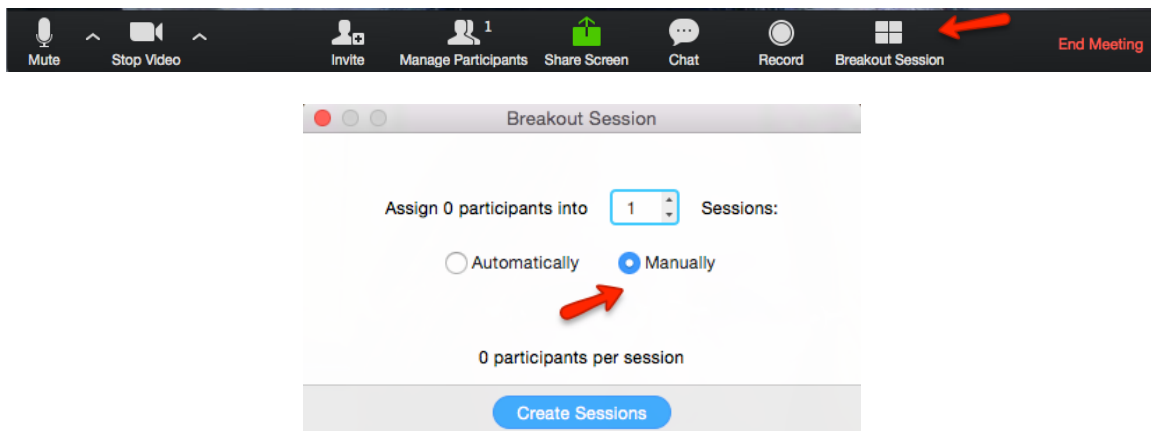
SHENANDOAH™ UNIVERSITY

Center for Teaching, Learning & Technology

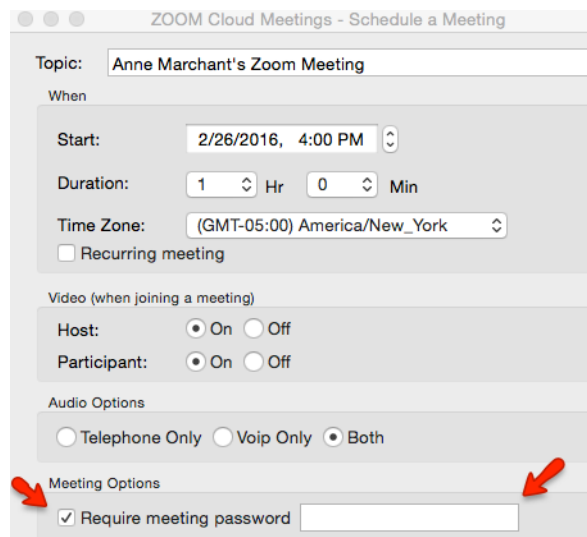
Using Zoom Pro Accounts for Interviews

There are several options for using Zoom to manage candidate interviews:

1) You can utilize the "break out sessions" option. So you would send all participants the link, and then add the folks who are participating in a particular interview to a breakout session (they must be logged in). That way, if the next candidate signs in early, they won't hear what's going on. You will need to create new breakout sessions for each candidate session, but it's pretty quick.

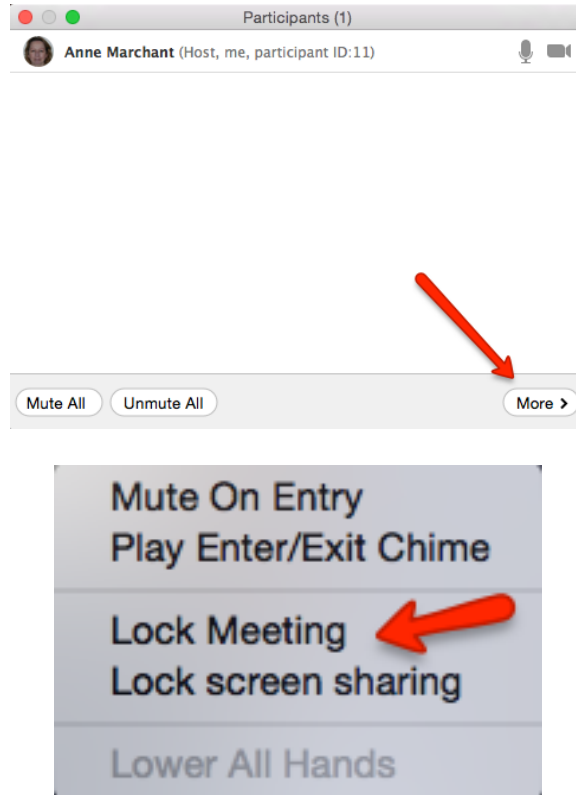


2) Require a password when you schedule the meeting and just email the candidate the password when you are ready for them to join.



3) Instead of 1, long time block, schedule separate blocks for each candidate and send the link to each participant respectively. The downside of this approach is that if you run over, you may have to reschedule a session and add another link, so there might be last minute scrambling. However, if you think you'll stay on schedule, this would be an easy solution.

4) Once the session launches, you can go to Manage Participants, choose More from the bottom of the Manage Participants window, and then choose Lock Session. That way the other candidates can't join until you go back to that screen and unlock the session. The only downside here is that if a member of your committee joins late, they will be locked out.



Questions? Email ctlt@su.edu