

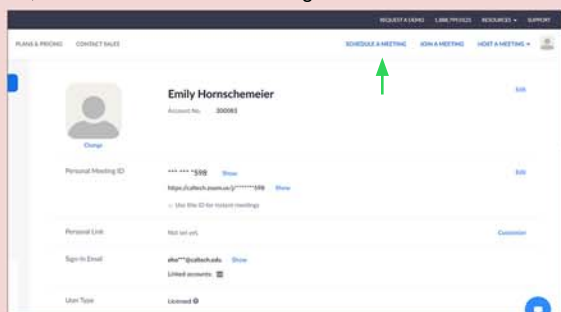
# Zoom Interview Quick Reference Guide

## 1. Scheduling the Interview

You will find the Zoom Video Conferencing website through [access.caltech.edu](https://access.caltech.edu). Log in with your [access.caltech](https://access.caltech.edu) credentials.



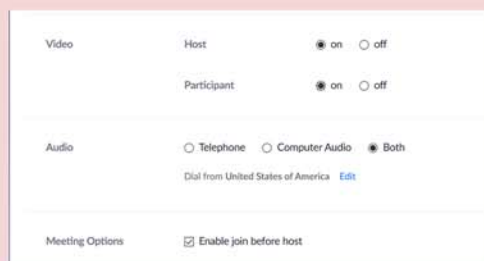
The first Zoom page displays your account information. Here, you can click **Schedule A Meeting**. In the next window, you will add a title and select the date, time, and duration of the meeting.



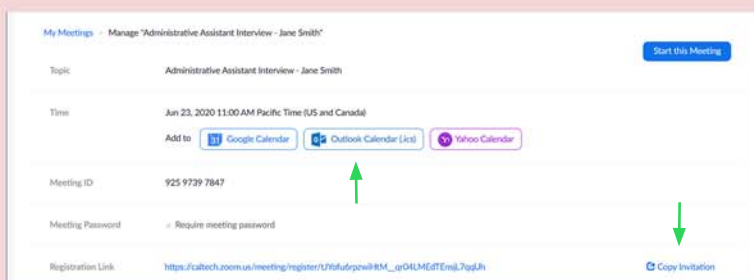
We strongly recommend using an **Automatically Generated Meeting ID**, which creates a unique Zoom link for each candidate.



In the window below, select **On** for **Host and Participant Video**. Choose both **Phone and Computer Audio** so that you can use your phone to dial in if needed. Enable the **Join Before Host** feature so that the candidate can enter the meeting room ahead of time and check their settings.



The final screen displays your meeting details. You have the option to add the Zoom call to your Outlook calendar and copy the invitation to send it directly to the candidate.

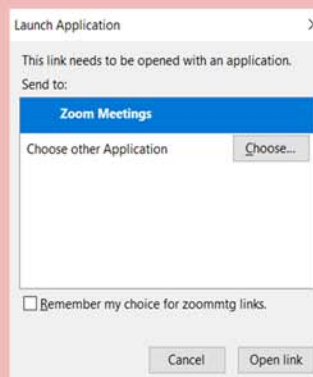


## 2. Before the Call

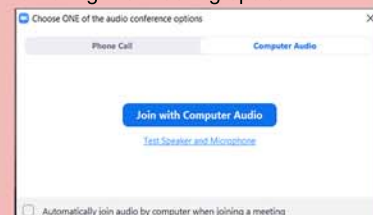
- Check your internet connection before the call begins.
- Shut down any other computer programs or web browsers. Disconnect VPN.
- Print out the candidate's resume and other relevant materials.
- Have the candidate's contact information handy in case any issues arise.

## 3. Joining the Call

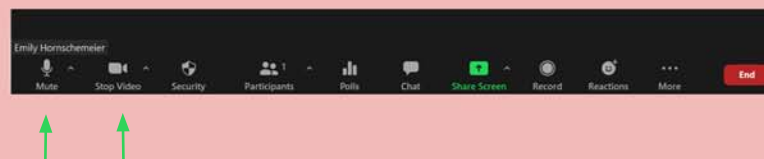
When you click on the Zoom link, you'll see this pop-up window. Click on the blue Zoom Meetings bar.



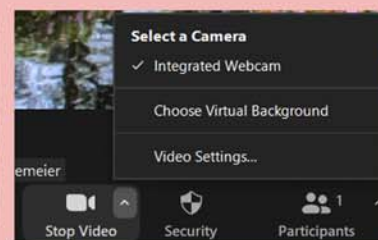
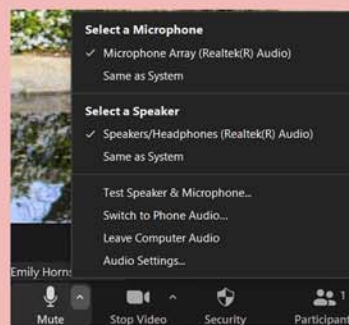
The next window provides audio options. Be sure to **join with computer audio**. You have the option here to test your microphone and speaker before entering the meeting space.



Once you enter the meeting space, you will see the candidate's video and your video along with a toolbox at the bottom. The **microphone** and **video** settings are controlled via the two icons on the lower left-hand side. To turn either feature on or off, simply click it. A red diagonal line will indicate that the feature is off.



At anytime during the call, you can access **audio and video settings** by clicking on the small arrow to the right of each icon.



## 4. Basic Troubleshooting

- If the call gets dropped, go to the Zoom link to reenter the space.
- If you lose your connection, you can dial in using your phone. The dial-in number is listed on the Outlook invite.
- Contact the Recruiting team for assistance with Zoom interviews at [employment@caltech.edu](mailto:employment@caltech.edu)