HOSTING A VIDEO INTERVIEW

tip How to Use ZOOM on Your PC

- Go to www.zoom.us

- On the top right corner, you'll find the "Sign Up, It's free" button.

- After clicking the button, register your email and click "Sign up."

- You will receive a confirmation message from Zoom, click the sent link to do so.

- After you have confirmed your email, write your name, last name and choose a password for your account.

- The following page will ask you to invite others, skip this step.

- Now you have access to schedule a meeting!

- On the top right corner, you can find a blue tab "Schedule a Meeting."

- You will be directed to a page with the meeting settings. Make sure to fill out every option accurately.

Important to Consider:

a. Make sure your topic looks professional (e.g. JobPositionInterview-YourName)

b. Make sure the Time Zone is correct (-4 Eastern time US and Canada)

c. Video should be available for both the Host and Participant

- Once you've adjusted the settings accordingly, click save and you will receive a link (Join URL) for the meeting.

- Share the link to the interviewer and make sure to schedule it on your own calendar including on the description the link to the meeting.

Make sure to ask the interviewer what their preferred means of communication is. The Zoom link can be sent through email, calendar, message, etc.
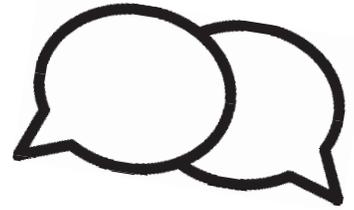
WE ARE HUMBER

HOSTING A VIDEO INTERVIEW

How to Use ZOOM on Your Mobile Device

While using ZOOM on Mobile Device, you have three options:

1. Sign up:
   If you don't have an account yet, this is the right place to go. You will need to sign up so you can schedule a meeting with your potential employer.

2. Sign in:
   Click on this button if you already have an account.

3. Join a Meeting:
   If you are joining an already scheduled meeting and already have the link or ID number, click this button.

Once you've signed into your account, click the "Schedule" button.

1. Make sure that you fill out all of the information for the meeting such as:
   a. Date
   b. Correct Time Zone (-4:00, Eastern Standard Time)
   c. Enable camera
   d. Add to calendar

2. When you are sure the information is correct, click "Done."

3. Once you click the button "Done," you'll need to send the invitation for the meeting to your potential employer. Make sure you enter their email address accurately. When you are finished, click "Send."

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