

## Guidance for joining a scheduled Zoom meeting/ Interview

You can Join either via the link in the email from your recruitment contact or Via the Zoom App

### Joining via the link in the email from your recruitment contact:

Click the link in the email from your recruitment contact

Dear all

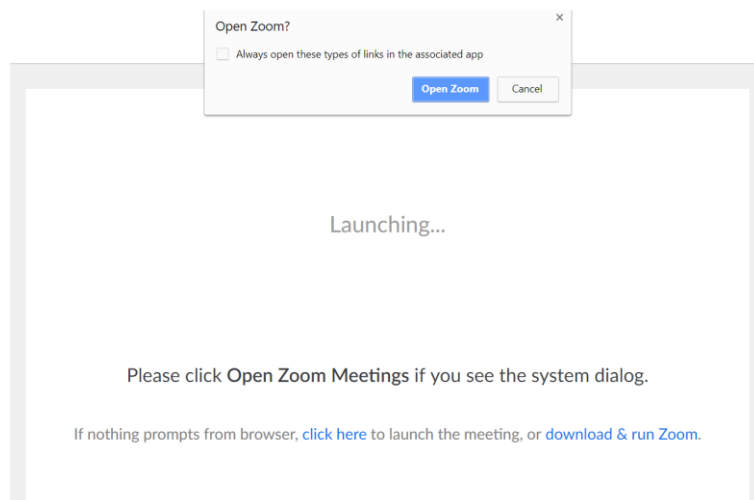
You have been identified as being panel members for the above interviews.

Below is the link to join the interview, please click on this and follow the instructions to join the interviews at the indicated time. Please note you will need to have the zoom application available on your device. Instructions on how to download this, and how to access your interview are available here XXXXX.

<https://zoom.us/my/nhsbtroom10>

Kind regards

This will open in your default browser



Click open Zoom

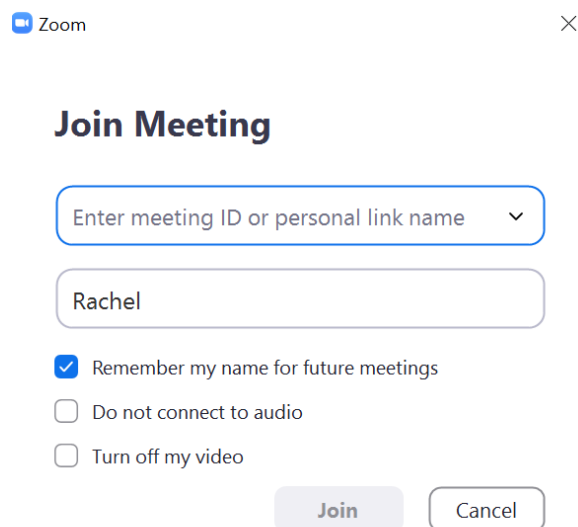
## Joining Via the Zoom app

Open your downloaded Zoom App and Click Join a Meeting



Enter the meeting ID – this will have been sent to you by email from your recruitment contact.

Enter your name (this will be how you will appear to others in the meeting)



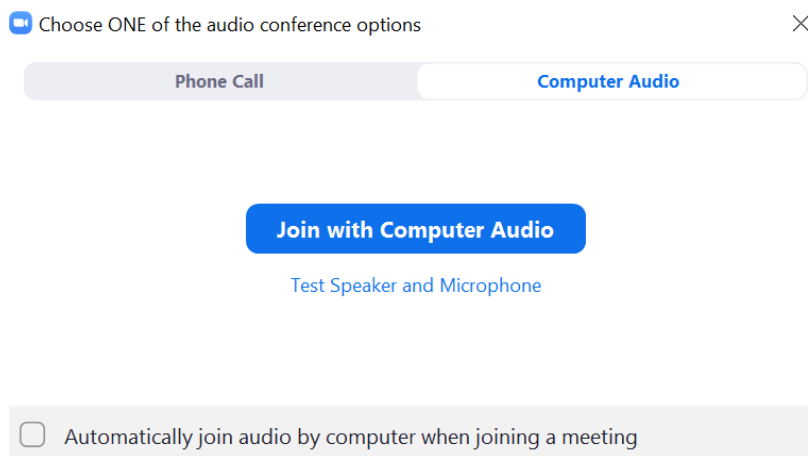
Click join.

Then click Join with video



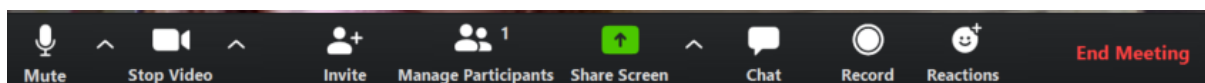
Depending on the meeting settings you may receive a message asking you to wait until the host starts the meeting.

When prompted, click join with computer audio



You will then enter the meeting.

Once in the meeting you will have options to turn the camera and microphone devices on or off by clicking the relevant icons.



To end the meeting, click the red – end meeting button in the bottom right of the meeting screen

**Recruiting Managers - To allow candidates to join at their allocated interview time**

The recruitment team member who joins at the start of the call will give you responsibilities/permissions while in the call to enable you to do this.

Click on the Manage Participants Icon in the toolbar at the bottom of the Zoom Window.

This will open a list of participants on the right-hand side of your screen, right click on the applicants name and in the menu click XXXXX

At the end of the candidates interview time slot, ask them to end their interview by pressing the red end meeting button. You can ensure they have left the call by using the manage participants icon list to check the current interview participants.

### **Tips for during the call**

Prior to joining please consider;

Using headphones, this can help to ensure you can hear clearly all the information which is being shared during the interview.

Your location and position, is this private, are you comfortable and try to avoid having light (such as a window) directly behind you.

We advise that you do **not** use the chat option to write messages at any point during the Zoom meeting.