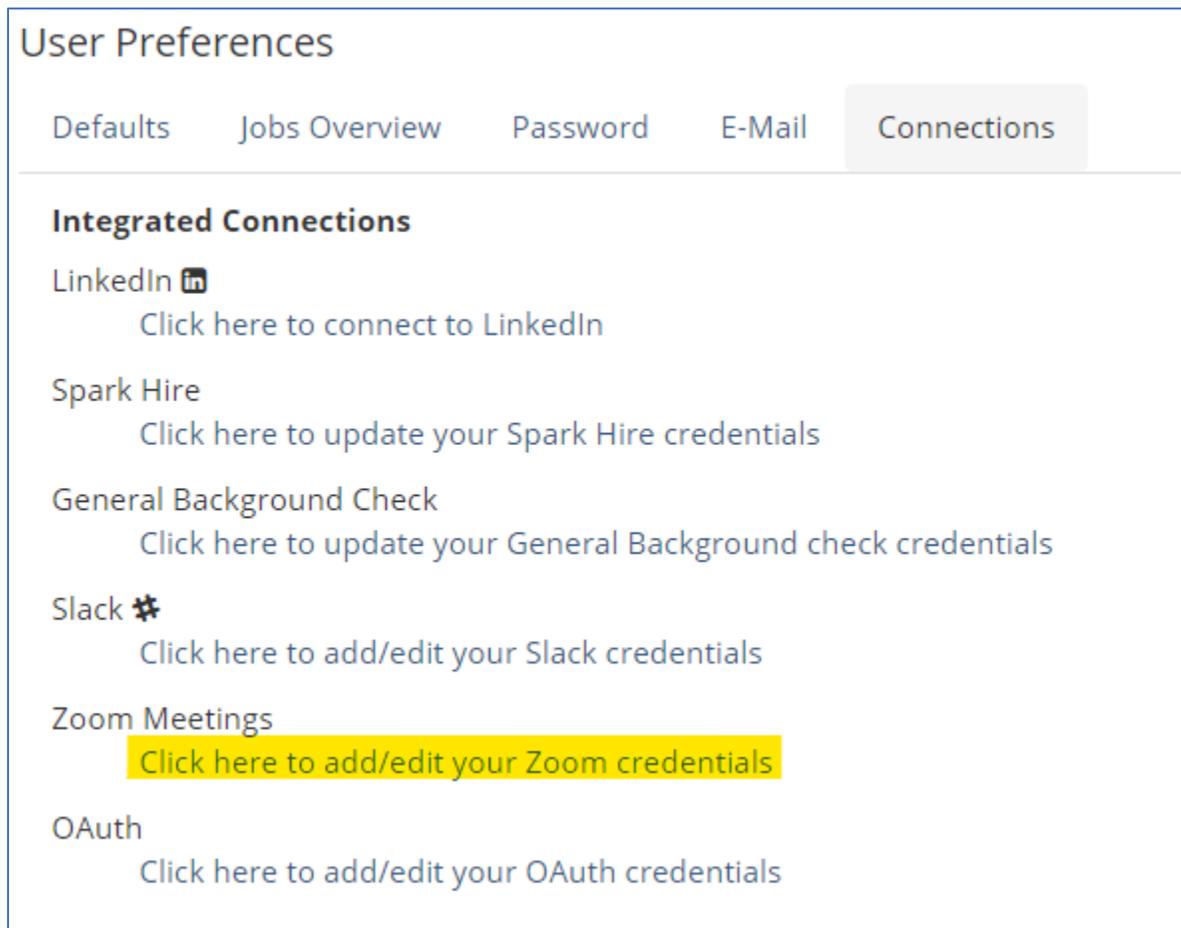


Zoom Configuration

Link your Account

In order to use Zoom from within Hirebridge you must link your accounts. To do this, go to the User Preferences page by clicking on your name in the top-right corner of the page and choose Preferences from the menu.

When the page displays, click on the Connections tab and under the Zoom Meetings heading click the link "Click here to add/edit your Zoom credentials".



The screenshot shows the 'User Preferences' page with the 'Connections' tab selected. Under the 'Integrated Connections' section, the 'Zoom Meetings' link is highlighted in yellow.

User Preferences

Defaults Jobs Overview Password E-Mail **Connections**

Integrated Connections

LinkedIn 
Click here to connect to LinkedIn

Spark Hire
Click here to update your Spark Hire credentials

General Background Check
Click here to update your General Background check credentials

Slack 
Click here to add/edit your Slack credentials

Zoom Meetings
Click here to add/edit your Zoom credentials

OAuth
Click here to add/edit your OAuth credentials

You will see the following page.

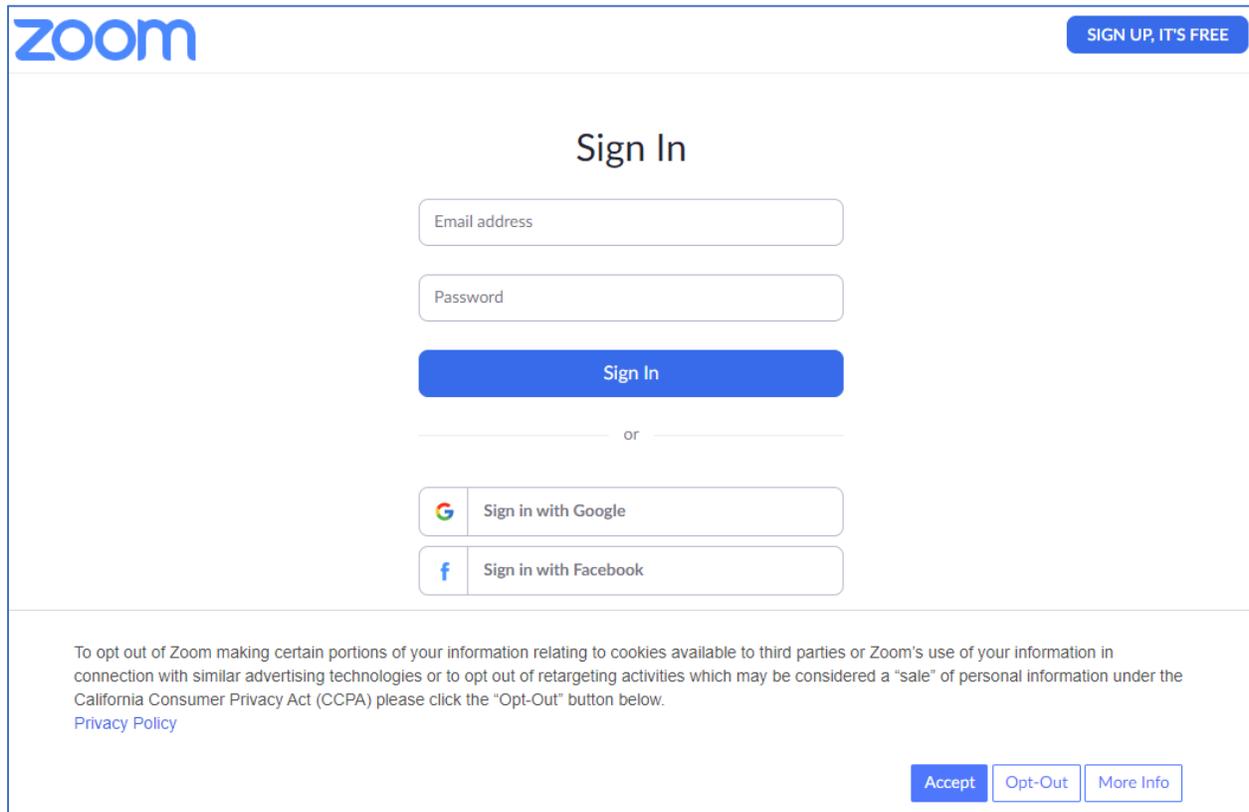
Zoom Configuration

+ Add New

No accounts currently linked

Cancel

Click the “Add New’ button to begin the linking process. This will send you to the Zoom web site where you must sign in if you are not currently logged in.



The image shows the Zoom Sign In page. At the top left is the Zoom logo, and at the top right is a button that says "SIGN UP, IT'S FREE". The main heading is "Sign In". Below this are two input fields: "Email address" and "Password". A blue "Sign In" button is positioned below the password field. Underneath the button is the word "or" flanked by horizontal lines. Below these are two social login options: "Sign in with Google" (with the Google logo) and "Sign in with Facebook" (with the Facebook logo). At the bottom of the page, there is a privacy notice: "To opt out of Zoom making certain portions of your information relating to cookies available to third parties or Zoom's use of your information in connection with similar advertising technologies or to opt out of retargeting activities which may be considered a 'sale' of personal information under the California Consumer Privacy Act (CCPA) please click the 'Opt-Out' button below." Below the notice is a link for "Privacy Policy". At the bottom right, there are three buttons: "Accept", "Opt-Out", and "More Info".

Once you are signed in you will be presented with a page displaying the permissions we are requesting. You must now click the Authorize button at the bottom to provide us access to your account.



Hirebridge is requesting access to your Zoom account

View and manage current user's meetings

View current user's information

You may be sharing sensitive info with this site or app. By clicking Authorize, you authorize this app to use your information in accordance with their [Privacy Policy](#). At any time you can revoke access for Hirebridge or any other app by visiting your [Installed Apps](#) page.

Authorize

Decline

 Help

This will bring you back to the Zoom Configuration page. Click Cancel to return to the User Preferences page.

You will now see an additional option under the Zoom Meeting header labeled “Click here to edit your Zoom preferences”.

Setting Zoom Preferences

User Preferences

Defaults Jobs Overview Password E-Mail **Connections**

Integrated Connections

LinkedIn 
[Click here to connect to LinkedIn](#)

Spark Hire
[Click here to update your Spark Hire credentials](#)

General Background Check
[Click here to update your General Background check credentials](#)

Slack 
[Click here to add/edit your Slack credentials](#)

Zoom Meetings
[Click here to add/edit your Zoom credentials](#)
[Click here to edit your Zoom preferences](#)

OAuth
[Click here to add/edit your OAuth credentials](#)

The Zoom preferences page will allow you to configure whether or not a Zoom meeting will be created by default whenever you schedule an interview as well as a number of meeting options when you do schedule a meeting.

The screenshot shows the Hirebridge interface with a navigation bar at the top containing the logo and menu items: Dashboard, Jobs, Candidates, Prospects, Reports, and a plus sign. Below the navigation bar is a modal window titled "Zoom Preferences".

Zoom Preferences

- Default all interviews to online
- Use personal meeting ID
- Enable host video
- Enable participant video
- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Record the meeting automatically on the local computer

Dial-In Countries:

United States, Canada, Mexico ▼

Audio:

Telephone Computer Audio Both

Save Cancel

A vertical sidebar on the left side of the modal contains a magnifying glass icon and the text "Search Candidates".

These options, other than the “Default all interviews to online” correlate precisely to options within your Zoom account when creating a meeting. Please see the Zoom documentation for more information.

Please note that if you have a free Zoom account you may not have support for dial-in numbers. If this is the case, you should set your audio preference to Computer Audio only.

Additionally, you also will not want to select any countries not supported by your account.

After you’ve selected your desired options, click Save.

Click Cancel when done.

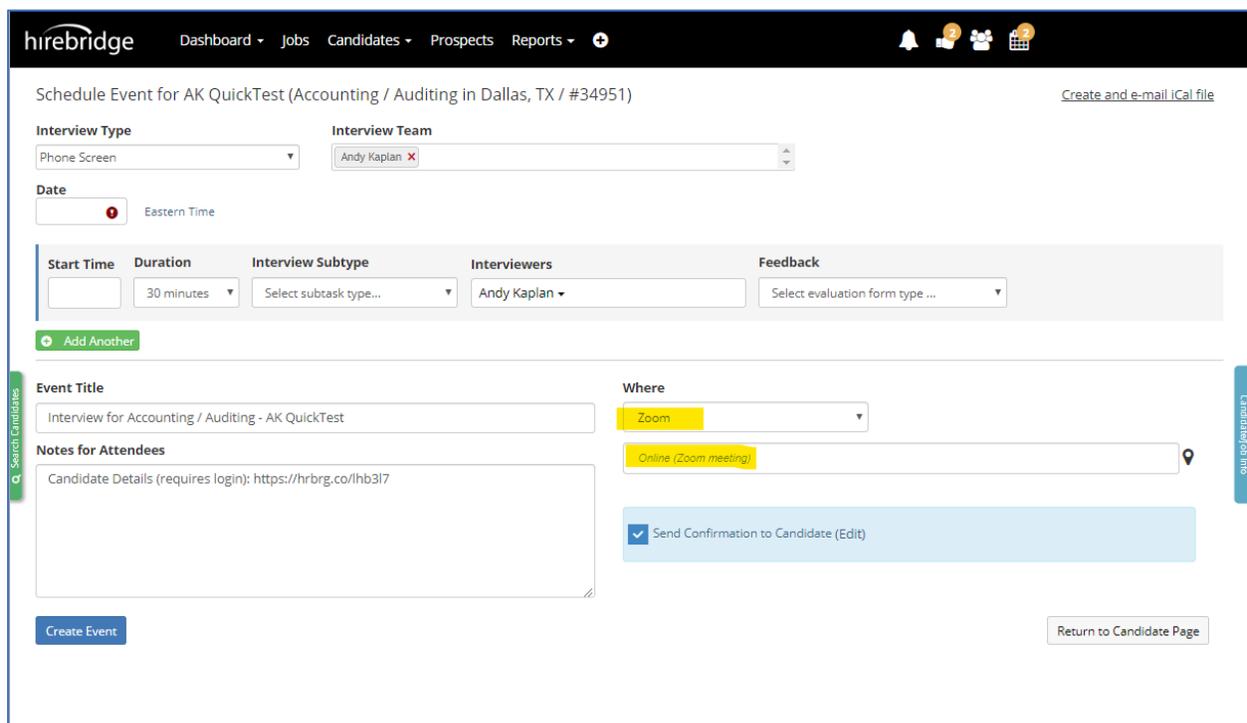
Scheduling a Zoom Meeting

Now when you schedule an interview you will have the additional option of scheduling a Zoom meeting simultaneously. This prevents you from having to separately schedule a meeting on the Zoom web site and then paste the meeting information into your interview notes for interviewers and the candidate.

When the scheduling screen appears you will see a dropdown list under the location section. If you set your Zoom preferences to always schedule an online meeting then Zoom will automatically be selected and “Online (Zoom meeting)” will appear for the location. Otherwise, you may select it.

If you forget to do this, after the interview is scheduled you can select this option when editing and the meeting will be created.

We will automatically insert the necessary meeting information in the “Notes for Attendees” as well as “Notes for Candidate” while saving and scheduling the interview, after the meeting is created.



The screenshot shows the 'Schedule Event' form in Hirebridge. The form is titled 'Schedule Event for AK QuickTest (Accounting / Auditing in Dallas, TX / #34951)'. It includes a navigation bar with 'Dashboard', 'Jobs', 'Candidates', 'Prospects', and 'Reports'. The main form has several sections: 'Interview Type' (Phone Screen), 'Interview Team' (Andy Kaplan), 'Date' (Eastern Time), and a table for 'Interview Subtype' with columns for 'Start Time', 'Duration' (30 minutes), 'Interview Subtype' (Select subtask type...), 'Interviewers' (Andy Kaplan), and 'Feedback' (Select evaluation form type...). Below the table is an 'Add Another' button. The 'Event Title' is 'Interview for Accounting / Auditing - AK QuickTest'. The 'Where' dropdown is set to 'Zoom'. The 'Notes for Attendees' field contains 'Candidate Details (requires login): https://hrbrg.co/lhb317'. The 'Where' dropdown is set to 'Zoom'. The 'Send Confirmation to Candidate (Edit)' checkbox is checked. There are 'Create Event' and 'Return to Candidate Page' buttons at the bottom.

Once the interview is saved you will see that the dropdown where you selected Zoom is now disabled. If you mistakenly created a meeting you may use the trash can icon to delete it. Once done you will want to edit both the attendee and candidate notes to remove the meeting information and send an updated invitation.

Schedule Event for AK QuickTest (Accounting / Auditing in Dallas, TX / #34951)

Create and e-mail iCal file

Event Scheduled Successfully! ✕

Interview Type

Phone Screen ▾

Interview Team

▾

Date

4/2/2020 Eastern Time

Start Time	Duration	Interview Subtype	Interviewers	Feedback
2:00 PM	30 minutes ▾	Select subtype type... ▾	No interviewers ▾	Select evaluation form type ... ▾

+ Add Another

Event Title

Interview for Accounting / Auditing - AK QuickTest

Where

Zoom ▾ 🗑️

Notes for Attendees

Candidate Details (requires login): <https://hrbrg.co/lhb3l7>
Join Zoom Meeting
<https://zoom.us/j/28...33>
Dial-In Numbers:
+1 9292056099 US (New York)

Online (Zoom meeting) 📍

Send Confirmation to Candidate (Edit)

Update Event

Delete Event

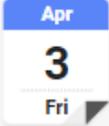
Return to Candidate Page

Search Candidates

Candidate Info

Interview Invitation with Zoom Meeting

Here you can see a sample interview invitation with Zoom meeting information included. We have included dial-in numbers because our preferences were set to include telephone audio.



Apr
3
Fri

Warmup Test Job (DO NOT CHANGE!) Inte...

When Fri Apr 3, 2020 3pm – 3:30pm (EDT)
Where Online (Zoom meeting)
Who McCloud A. [redacted], and [redacted], lca@hirebridge.com*



Appointment Confirmation

Date: 4/3/2020
Start Time: 3:00 PM Eastern Daylight Time
Location: Online (Zoom meeting)
Notes: Join Zoom Meeting
<https://zoom.us/j/603602219>

Dial-In Numbers:
+1 9292056099 US (New York)
+1 3126266799 US (Chicago)
+1 3017158592 US
+1 3462487799 US (Houston)
+1 6699006833 US (San Jose)
+1 2532158782 US

Meeting ID: 603 602 219

 [invite.ics](#) [Download](#)

Uninstalling Zoom

To uninstall Zoom from Hirebridge and disconnect your accounts:

1. Log into your Zoom account and navigate to the Zoom App Marketplace
2. Click **Manage -> Installed Apps** or search for the Hirebridge ATS app
3. Click the Hirebridge ATS app
4. Click Uninstall