



Online meetings with Zoom Quick guide

 **HR Manager**
By Talentech





What is Zoom?

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform that helps you simplify video conferencing and messaging across any device. Founded in 2011, Zoom helps businesses and organizations bring their teams together in a frictionless environment to get more done. We are happy to offer our customers the possibility to use online meetings with Zoom, now fully integrated with Talent Recruiter.

Set up

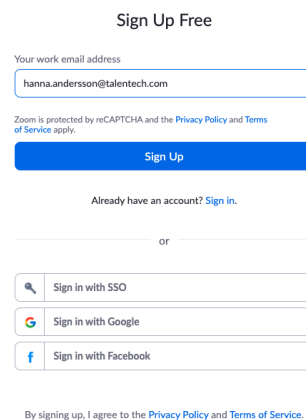
The process of using the integrations for Online Meetings with Zoom contains the following steps:

- Create a free Zoom account, without this you won't be able to use this integration
- Learn how to use the integration and set it up in Talent Recruiter
- Start using the Zoom integration

1

Create a Zoom account

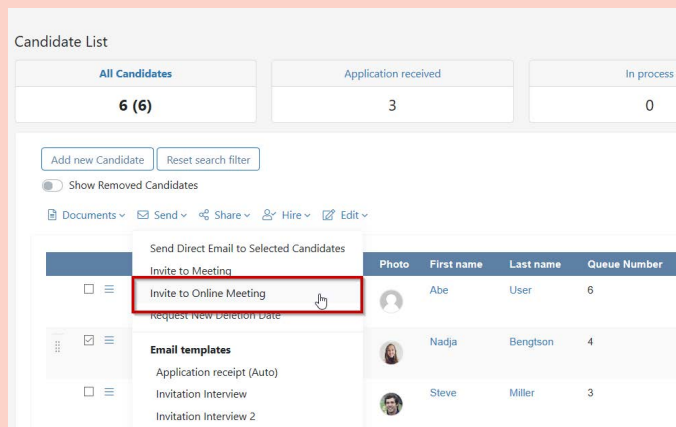
To use this integration, you'll need a Zoom account. You can create a free Zoom account on [Zoom.us](https://zoom.us) or in the authentication step in Talent Recruiter.



The screenshot shows the Zoom 'Sign Up Free' page. At the top, it says 'Sign Up Free'. Below that is a text input field for 'Your work email address' with the example 'hanna.andersson@talentech.com'. A small note states 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below the email field is a blue 'Sign Up' button. Underneath the button, it asks 'Already have an account? Sign in.' followed by a link. Below this is a horizontal line with the word 'or' in the center. Under the line are three social login options: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook', each with its respective icon. At the bottom, a small line of text reads 'By signing up, I agree to the Privacy Policy and Terms of Service.'

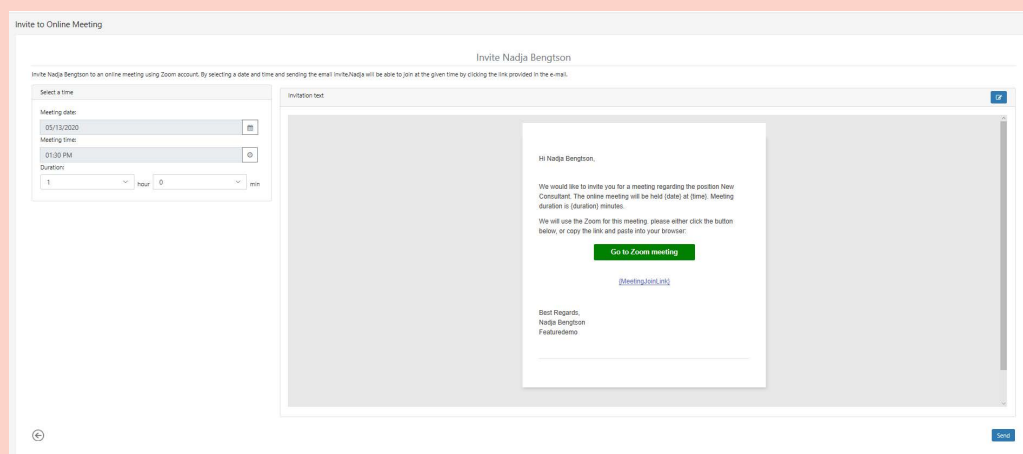
How to use the integration

- 2 When you are ready to invite a candidate to an online meeting go to a project, then start by selecting the candidate in the candidate list and then under 'send' you click 'invite to Online Meeting'



Note: You can only invite one candidate at the time, and it has to be from a project

- 3 In the next step you will see a screen where you can select:
- Date, time and duration
 - You will get an overview over the template and you can edit it before sending



4

The first time you use this integration you will need to authenticate your Zoom account through Talent Recruiter. Here you will see this page where you can either login or create an account.


[Sign Up Free](#)

Sign In

Email

Password

Sign In

or

Sign in with SSO

Sign in with Google

Sign in with Facebook

If your account has been authenticated before you won't see this step. After you've sent the invite, you will see the candidate list again.

5

When you are back at the candidate list you will see an icon on the candidate stating that a Zoom meeting has been booked. By hovering over it you will be able to view the meeting time, link and the option to export it to your calendar.

All Candidates

6 (6)

Application received

3

In process

0

Add new Candidate

Reset search filter

Show Removed Candidates

Documents

Send

Share

Hire

Edit

| | ID | Photo | First name | Last name | Queue Number | City | Mobile | Your Rating |
|--------------------------|---------|-------|------------|-----------|--------------|------|---------------|-------------|
| <input type="checkbox"/> | 2109805 | | Abe | User | 6 | | | ☆☆☆☆☆ |
| <input type="checkbox"/> | | | Nadja | | | | | ☆☆☆☆☆ |
| <input type="checkbox"/> | | | Bengtson | | | | | ☆☆☆☆☆ |
| <input type="checkbox"/> | 2109765 | | Steve | Miller | 3 | Oslo | (+47)11221122 | ☆☆☆☆☆ |

Zoom Meeting

| Sender Name | Meeting Datetime | InvitedOn | Meeting Join Uri | Action |
|-------------|-------------------|-------------------|--|--------|
| Nadja | 5/13/2020 1:30 PM | 5/13/2020 1:22 PM | https://zoom.us/j/91617438107?pwd=cnNZMk9saHNpRFJ1dUt1Q3l0SnQ2QT09 | Export |

How to uninstall Zoom in Talent Recruiter

If you no longer wish to use Zoom Online Meetings in Talent Recruiter, please contact our support or your Customer Success Manager and they will help you uninstall the integration.

Questions? Contact us at support@hr-manager.net