

# User Guide ZOOM® MEETINGS INTEGRATION

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# **Zoom® Meetings Integration**

JobDiva's Zoom Meetings integration provides a solution for booking video calls at key points during the recruiting lifecycle.

#### Setup:

To enable Zoom Meetings in JobDiva, a Team Leader should visit **Settings/My Team/Profile**, and scroll down to 'Enable Zoom Meetings' under 'Features.' They can check the box and click [Save] on the Team Profile for the change to take effect.



Now, the next time that they log in, each User in your organization will see the 'Zoom Meetings' tab on the Candidate page. To schedule a Zoom Meeting, click on the blue [Schedule a Zoom Meeting] button.

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Diva Dude's Zo	om meetings						Schedul	e a Zoom Meeting	: 🛱
Upcoming Meetings	Previous Meetings								
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Meeting Date / Time ↓	Торіс	User	Recordings	Recording Password	Share				
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In a separate window, you'll be directed to the Zoom login page, where you should enter your personal Zoom credentials.

ZOOM		New to Zoom? Sign Up Free Support English ~
		Sign In
		Finall Address
Top 3 reasons	"Al Compassion may not be exaliable for extent werkcals and welet regional contenses.	Password
to use Zoom Al Companion		Forgot password? Holp (2
<ol> <li>Available at no additional cost with a paid user account*</li> <li>Automates meeting notes</li> </ol>	Welcome to Al Companion	By signing in, Lagree to the Zoom's Pilvacy Statement and Terms of Service.
and action items 3. Helps compose chat messages	Catch me up on my meeting Smart meeting recordings	Stay aigned in
Start using Al Companion	Write a chat for mé Generate whiteboard ideas	Or sign in with

Follow the prompts to approve the integration. This step is essential for ensuring that your JobDiva account will sync with Zoom.

zoom	
	You are about to add JobDiva / Zoom Meetings BETA
	Switch Account
	<ul> <li>Note</li> <li>App can access and manage this information even when not using the app.</li> <li>This app may enable an in-meeting notification to participants if the app is used to access real-time video, audio, chat, or meeting files.</li> <li>Learn more</li> </ul>
	Allow this app to use my shared access permissions. Learn more By giving this app access, it will be able to take actions on your behalf for other users, based on your permissions and what the app can view or manage. By clicking Allow, you give permission to this app to use your information in accordance
	with their Terms & Privacy Policy. You can remove this app at any time in My Apps. Allow Decline





## Using the Zoom® Meetings Integration

Once your authorization is successfully recorded, the window will close, and you'll be directed back to the meeting invite window in JobDiva. You can set the topic, the date/time, the time zone, and whether a passcode will be necessary to access the meeting. The email body is entirely customizable.

Initial Screening	Call	
To divadude@job	diva.com	
Add Attendees		
G	jobdiva.com	
Meeting Date/Tim	e*	
03/21/2024	11:50 AM         to         03/21/2024         12:20 PM	
Time Zone		
Eastern Time (l	JS and Canada) 🗸 🗸	
Message		
BI	•= •=	
Hello!		
Hello!	obDiva	
Hello! Welcome to J Please join th	obDiva. e link below.	
Hello! Welcome to J Please join th	obDiva. e link below.	
Hellol Welcome to J Please join th	obDiva. e link below.	



Once you click [Send], the scheduled meeting will appear under 'Upcoming Meetings.' You can edit the contents of the invite by clicking the pencil icon, and you can [Cancel] the event if needed. If cancelled, it will be removed from 'Upcoming Meetings.' You can download the event (in .ics format) if you wish.



If you have JOS or Google Calendar Sync enabled through your JobDiva User Profile, then the Events will automatically sync to those Calendars when you are the creator of the Zoom meeting.



You can start the Zoom meeting from your Zoom desktop app, or using the [Start] button in JobDiva.

		nitial Scr	eening				
	2	:40 PM - 3:10 PM	NOW				
	N	Veeting ID: 972 255 Start Join from a Ro	Copy Invitation	🖌 Edit	× Delete		
Meeting Date / Time ↓	Торіс	User	Recordings	Recording Password	Share		
03/22/2024 2:40 PM	Initial Screening					Ë 0	Cancel

The Candidate will receive the email you customized when scheduling the meeting. They can also download the event if they choose.

nitia	al screening
	<notifications@jobdivamail.com></notifications@jobdivamail.com>
	To: JobDiva Dude
	Cc: e
	Initial screening.ics
	Hello Diva Dude,
	This is the meeting link for your initial screening. Please connect! Thank you.
	Best,
	lest Recruiter
	Click to join https://zoom.us/j/95216705141?pwd=TUtrZUlkSUJL2k1MytObzJwRVF0Zz0 Passcode: 495116

When all parties are connected to the Zoom meeting, you, the host, can begin recording if you wish. Zoom supports multiple recordings, so you have the option to record your meetings in segments.

A few minutes after the meeting has ended, if you recorded it to the Zoom cloud, you'll receive a notification from Zoom that your recording is ready.



Cloud Recording	- Initial Screening is now available
z Zoom To:	② ← Reply ≪ Reply all → Forward 🔥 ~ 🐠 Fri
	zoom
	Hi , Your cloud recording is now available
	Topic: Initial Screening Date: Mar 22, 2024 02:49 PM Eastern Time (US and Canada)
	View Detail Share
	You can copy the recording information below and share with others https://zoom.us/recishare/THVVMAmaLUIvTI0V6qNEjTMC4KMnvVEeqo_H6c0z857uOczWigBWzCmdMvVXeyO.soHvudJGidEhtY2U Passcode: c981i&p2
	Thank you, -The Zoom Team

The recordings will also display on the corresponding Candidate's record.

Upcoming Meetings Pre	vious Meetings				
Meeting Date / Time $\downarrow$	Торіс	User	Recordings	Recording Password	Share
03/26/2024 11:00 AM	Final interview				
03/22/2024 2:40 PM	Initial Screening		Recording 1	c9Bti&p2	Share



### **Reporting For Zoom Meetings**

When a Zoom Meeting is scheduled, conducted, and/or cancelled, Candidate Notes will be automatically added to that Candidate's record. Each one has a separate Note action.

For teams with the Zoom Meetings integration enabled, the following Note Actions will appear under **Settings/Labels/Actions: Candidates**:

Zoom Meeting Canceled	
Zoom Meeting Conducted	~
Zoom Meeting Scheduled	<b>V</b>

They will only be available for the purpose of automatically generated Notes (they will not be available for manual entry). This means you can filter by them through the:

- ACCESS LOG Report
- Users' Journal of Candidate Notes and Qualifications
- Recruiting Leaderboard

Reports
Search for a report
User Reports
U1. Users' Journal of Candidate Reports Notes and Qualifications
U2. Users' Journal of Job Notes
U3. Users' Journal of Contact Notes
U4. Users' Journal of Company Notes
U5. Users' Journal of Contact Events
U6. Users' Journal of Tasks
U7. Contact List
U8. My Contact List
U9. Company List
U10. My Company List
U11. ACCESS LOG REPORT
U12. User Permissions & Harvester Assignments