

User Guide

ZOOM[®]

MEETINGS

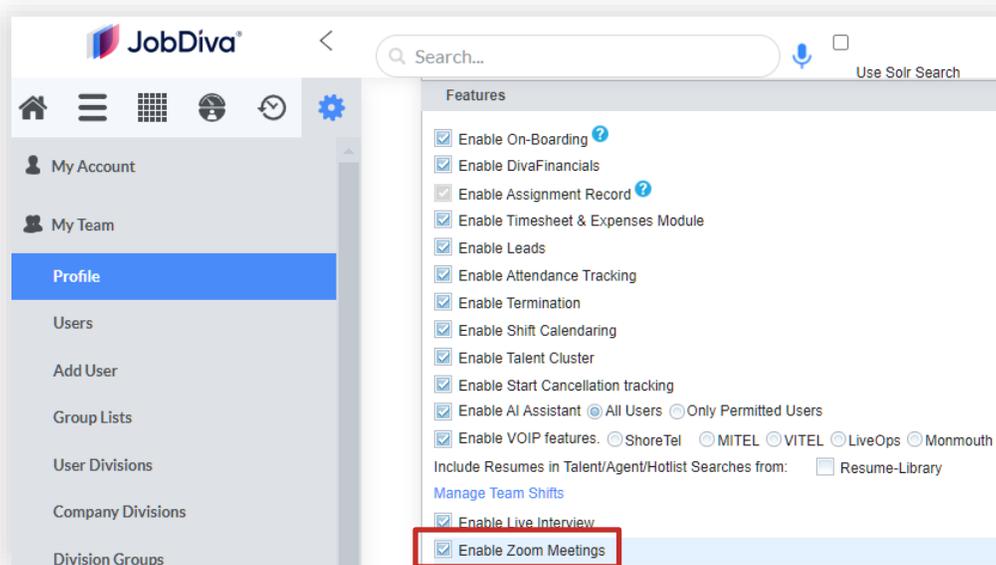
INTEGRATION

Zoom® Meetings Integration

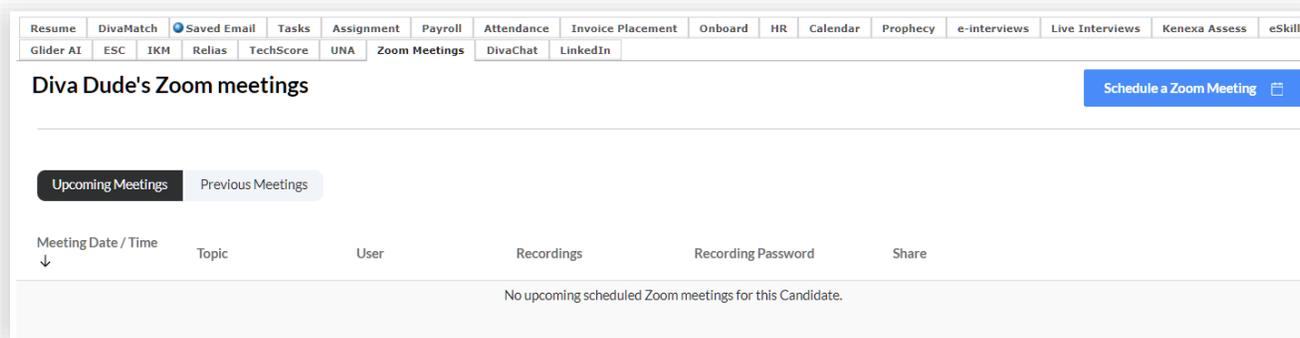
JobDiva's Zoom Meetings integration provides a solution for booking video calls at key points during the recruiting lifecycle.

Setup:

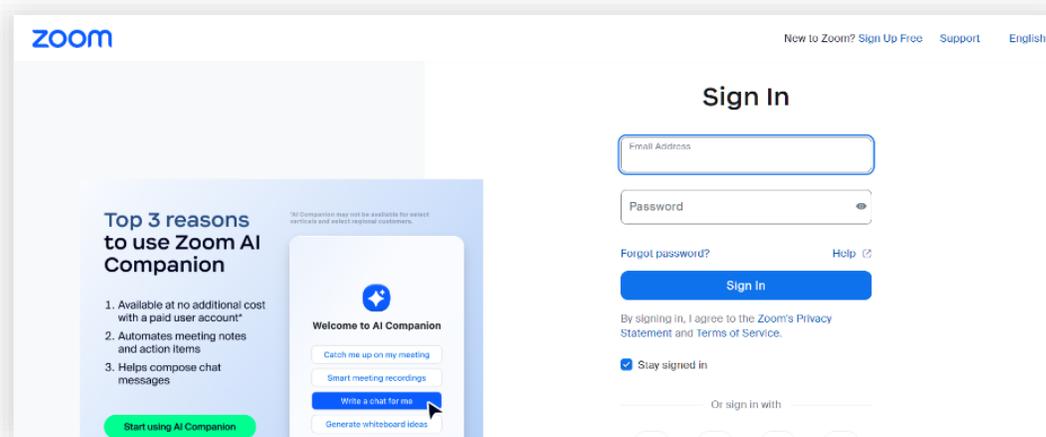
To enable Zoom Meetings in JobDiva, a Team Leader should visit **Settings/My Team/Profile**, and scroll down to 'Enable Zoom Meetings' under 'Features.' They can check the box and click [Save] on the Team Profile for the change to take effect.



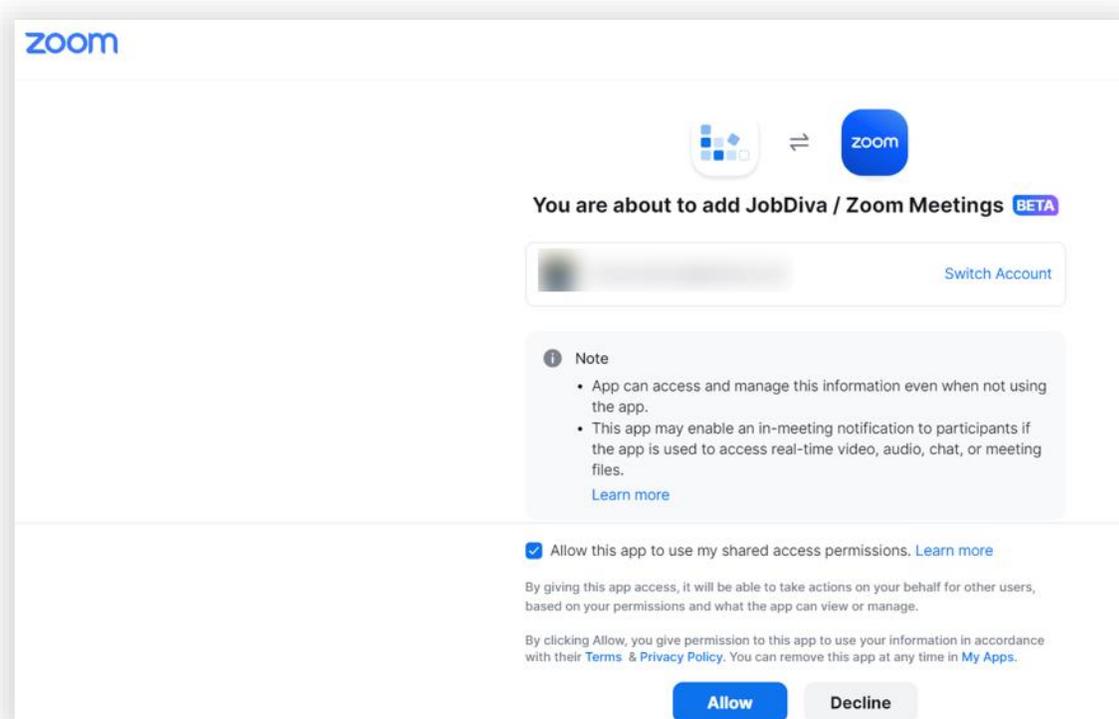
Now, the next time that they log in, each User in your organization will see the 'Zoom Meetings' tab on the Candidate page. To schedule a Zoom Meeting, click on the blue [Schedule a Zoom Meeting] button.

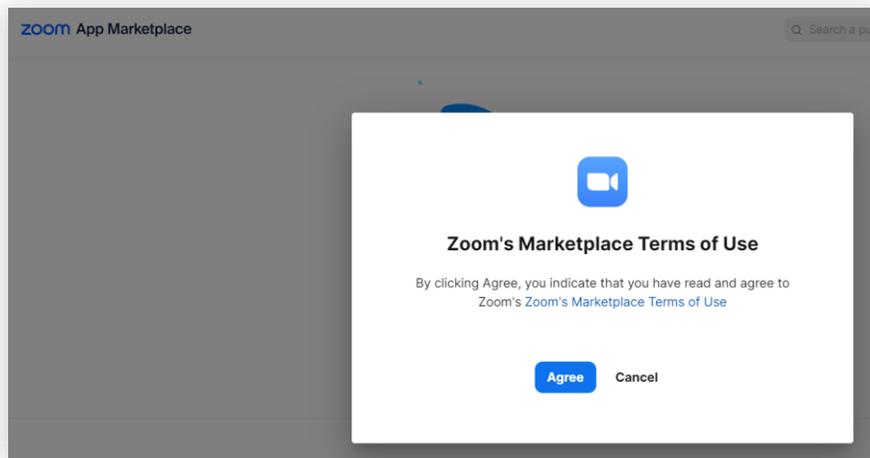


In a separate window, you'll be directed to the Zoom login page, where you should enter your personal Zoom credentials.



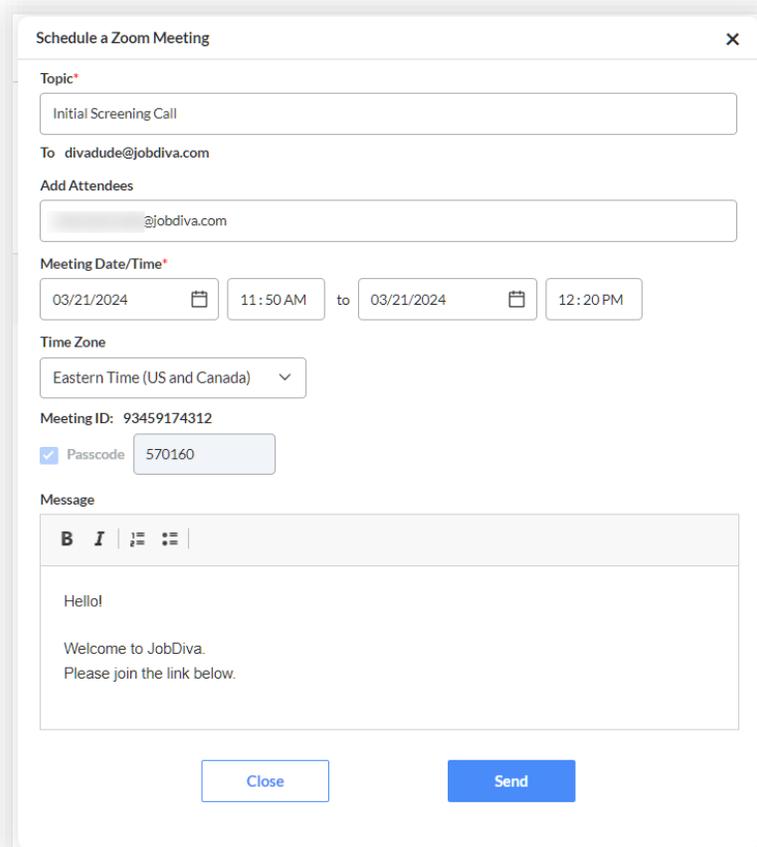
Follow the prompts to approve the integration. This step is essential for ensuring that your JobDiva account will sync with Zoom.





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.



The image shows a screenshot of the "Schedule a Zoom Meeting" dialog box. The dialog box has a title bar with "Schedule a Zoom Meeting" and a close button (X). The form contains the following fields and options:

- Topic***: A text input field containing "Initial Screening Call".
- To**: A text input field containing "divadude@jobdiva.com".
- Add Attendees**: A text input field containing "@jobdiva.com".
- Meeting Date/Time***: Two date/time pickers. The first is set to "03/21/2024" at "11:50 AM". The second is set to "03/21/2024" at "12:20 PM".
- Time Zone**: A dropdown menu set to "Eastern Time (US and Canada)".
- Meeting ID**: A text input field containing "93459174312".
- Passcode**: A checkbox that is checked, with a text input field containing "570160".
- Message**: A rich text editor with a toolbar containing bold (B), italic (I), bulleted list, and numbered list icons. The message content is:
Hello!

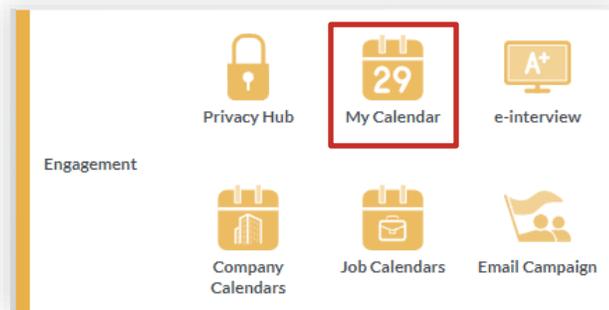
Welcome to JobDiva.
Please join the link below.

At the bottom of the dialog box, there are two buttons: "Close" (in blue) and "Send" (in blue).

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.

Upcoming Meetings		Previous Meetings			
Meeting Date / Time	Topic	User	Recordings	Recording Password	Share
03/22/2024 2:40 PM	Initial Screening	[Redacted]			<input type="button" value="Cancel"/> <input type="button" value="Start"/>

The Event will automatically appear on your JobDiva Calendar, under the 'Engagement/My Calendar' menu item.

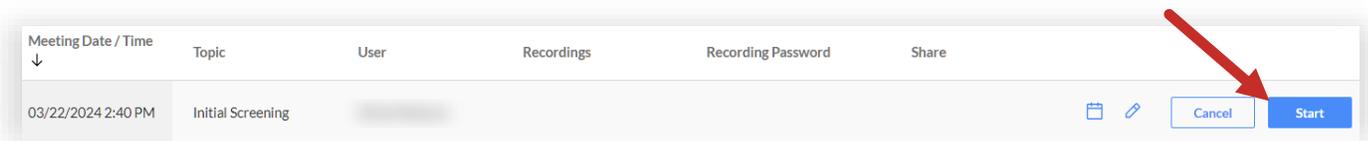
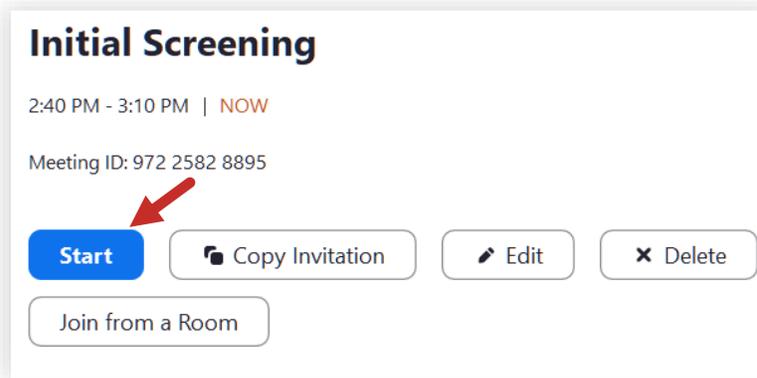


Calendar navigation for March 2024. The date 29 is highlighted. Below the calendar, there are options to 'Select Users' and 'Show Calendar for Selected Users'.

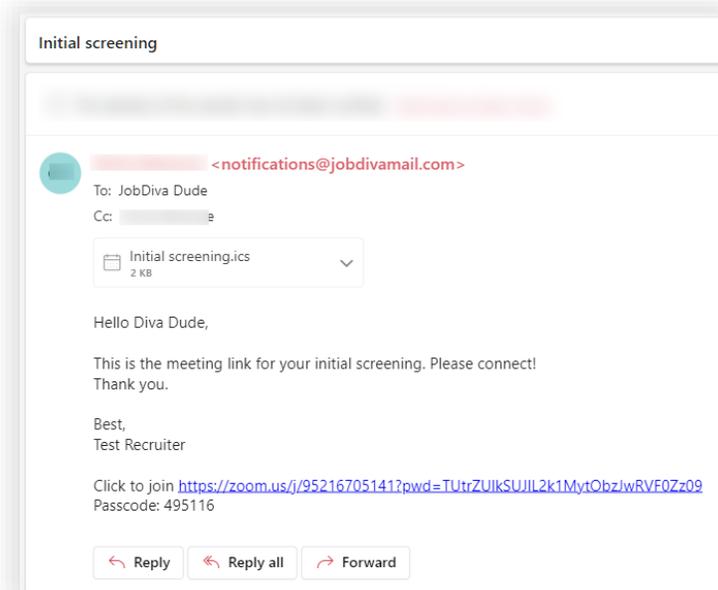
Calendar grid view for March 25 - 29, 2024. A meeting event is highlighted with a red box. The event details are: Subject: Zoom Meeting with Diva Dude, Owner: [Redacted], Time: Mar 26, 2024 10:15 AM - 10:45 AM.

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.

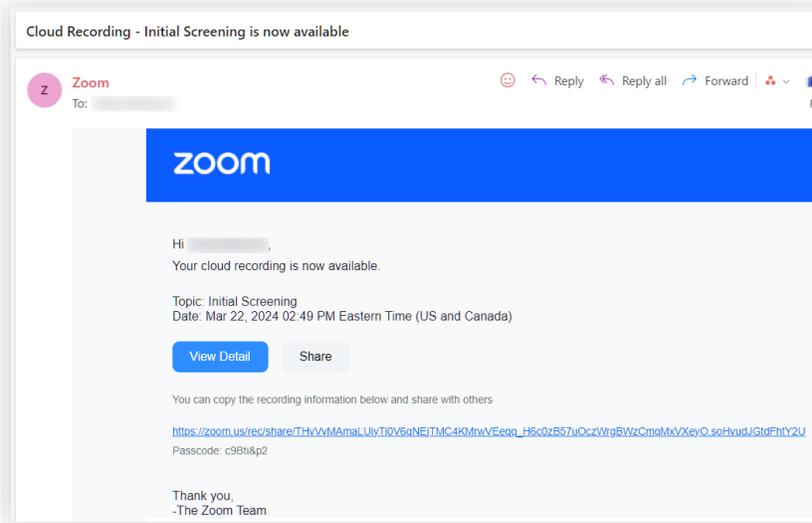


The Candidate will receive the email you customized when scheduling the meeting. They can also download the event if they choose.



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.



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

Upcoming Meetings		Previous Meetings			
Meeting Date / Time ↓	Topic	User	Recordings	Recording Password	Share
03/26/2024 11:00 AM	Final Interview	[Redacted]			
03/22/2024 2:40 PM	Initial Screening	[Redacted]	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:**



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

