

# Scheduling Video Interviews

Video interviews may be scheduled using the PageUp system. Additional video interview statuses have been added in PageUp to assist with differentiating between the first and second interviews.

There are many platforms that can be used for video interviews: WebEx Meetings, Zoom, Skype, Google Hangouts Meets, and Microsoft Teams to name a few.

WebEx is the platform that UMBC supports and encourages the campus to use. Instructions for using WebEx can be found at: <https://wiki.umbc.edu/display/faq/Webex>

Below you will find guidance on how to schedule and record the video interviews in PageUp as well as practical guidance on to set up the video interview/meeting and communicate with the candidates.

Detailed instructions on how to create interview events and schedule interviews are located in the PageUp [Scheduling Interview instructions](#). If you are a first-time user, we strongly recommend reading the detailed instruction guide.

## PageUp Video Interview Events and Statuses

### Video Interview 1 – Using Video Interview Invite for the 1<sup>st</sup> Interview

1. Create the event in PageUp and use “video interview 1” in the title of the event. It is also recommended to include the requisition number.  
Example: Video Interview 1 – Program Coordinator493154
2. Invite the applicants to the event by placing them into the *Video Interview 1 Invite* status and customize the invitation email if desired. The applicants will automatically be placed in *Video Interview 1 Accepted* or *Video Interview 1 Declined* status based on their response.
3. Send an email to those who accepted the interview with detailed instructions for logging into the video interview platform. See example emails at the end of this document.
4. After the interviews, move any applicant who had an interview but will not be advancing further in the search into the status - *Video Interview 1, Not Selected*

## Video Interview 2 – Using Video Interview Invite for the 2<sup>nd</sup> Interview

If you have already conducted the first round of interviews using a video format and will now schedule the second round of video interviews, please follow these directions.

Note: If you conducted the first screening as a phone interview and will now schedule the first video interview, use the directions above for Video Interview 1.

1. Create the event in PageUp and use “Video Interview 2” in the title of the event.  
Example: Video Interview 2 – Program Coordinator493154
2. Invite the applicants to the event by placing them into *Video Interview 2 Invite* status and customize the email invitation if desired. The applicants will automatically be placed in *Video Interview 2 Accepted* or *Video Interview 2 Declined* status based on their response.
3. Send an email to those who accepted the interview with detailed instructions for logging into the video interview platform. See example emails at the end of this document.
4. After the interviews, any applicants who are not selected should be moved into *Video Interview 2, Not Selected* or *Alternate Candidate Not Selected* status.

## Video Interview 3 or More

You may continue to use the video interview invite status for additional video interviews if needed. The video interview status may be used multiple times depending on how many different interview events are included in your selection process. Each time an applicant is moved into the Video Interview Invite status, the system treats it as a new interview.

You can move an applicant into the Video Invite status despite previously being in that status.

1. Create your event and title it accordingly.
2. Invite the applicants by placing them into *Video Interview 2 Invite* status and customize the email. You should also type a note in the Note box when moving the applicants into the *Video Interview Invite* status to indicate that this is for a third interview. The note will show in the History section on the applicant card.
3. Send an email to those who accepted the interview with detailed instructions for logging into the video interview platform. See example emails at the end of this document.
4. Any applicants who are not selected should be moved into *Video Interview 2, Not Selected* or *Alternate Candidate Not Selected* status.

## Setting Up the Video Interview in WebEx or Other Platform

You will need to set up the video interview/meeting links and invitations.

Determine if you will set up separate links (one for each candidate interview) or one link to be used by each candidate at the specified time. Please review the attached chart to understand more about each option.

| Link Type  | Good For   | Pros   | Considerations   |
|--|--|--|--|
| <b>Individual interview/meeting links</b>            | Interviews scheduled on various days and times   | <ul style="list-style-type: none"> <li>No chance of candidates overlapping in the interviews</li> <li>Allows candidates the opportunity to log-on early and work out any technical difficulties</li> </ul> | Committee will need to be sure to log into specific meeting link for each interview.   |
| <b>One interview/meeting link for all candidates</b> | Good for interviews scheduled on the same day either back to back or with small breaks | Committee only has to log-in to one video meeting session  | <ul style="list-style-type: none"> <li>Candidates could overlap if not scheduled with breaks or locked.</li> <li>Limits candidates' ability to log-in early to check video and microphone connections. Candidates may find this more stressful.</li> </ul> |

If using WebEx, schedule the interview using the Google calendar feature. Be sure to include the time zone (Eastern Time) if you are scheduling candidates in other states.

## Send the Candidate an Email with the Video Interview Link and Instructions

Once the video link has been created, send the candidate(s) an email with the link and the instructions. You may send the email through the PageUp system or outside of the system.

Helpful items to include in the email:

- Length of interview
- Number of search committee members participating in the interview (may also include names and titles)
- Expectations regarding arrival time to the interview – should candidates arrive exactly at the start of the meeting or can they log-in early.
- Contact person and information in case of any technical difficulties (Search Committee Chair or Administrative Assistant).
- Helpful links for using the video platform

### WebEx Examples:

#### **30-minute training session on how to use WebEx as an attendee**

<https://help.webex.com/landing/onlineclasses/upcomingClass/Webex-Meetings#NEW-Webex-Meetings-for-the-Attendee>

#### **How to join a WebEx meeting as a guest for the first time**

<https://help.webex.com/en-us/n665eig/Join-a-Cisco-Webex-Meeting-for-the-First-Time-as-a-Guest>

## Sample Email Language

Below are sample emails with suggested language to use when sending the video interview link and related interview information.

Dear Candidate Name,

Please expect an invitation to participate in the WebEx video session for the date/time you selected for the video interview.

The interview will last approximately 30 minutes. Please do not join the meeting more than 5 minutes in advance of your start time. The search chair and committee will join the meeting at your exact start time. The search committee consists of four UMBC employees.

Below is a link that includes a 30-minute training session on how to use the application and another link with instructions on how to join as a guest for the first time.

<https://help.webex.com/landing/onlineclasses/upcomingClass/Webex-Meetings#NEW-Webex-Meetings-for-the-Attendee>

<https://help.webex.com/en-us/n665eig/Join-a-Cisco-Webex-Meeting-for-the-First-Time-as-a-Guest>

If you have any questions or experience technical difficulties, please contact Name at [email@umbc.edu](mailto:email@umbc.edu) or 410-555-1212.

We look forward to speaking with you.

Sincerely,

Name

Hi Candidate's Name,

This invite is for the first-round interview of the Job Title position with UMBC. A link to the WebEx meeting is within the calendar invite. You can click 'Join WebEx meeting' in order to launch the meeting.

Should you like the extra time, I scheduled the meeting to start at 12:50 PM EST to give you time to log in and get settled. The hiring committee will join at the scheduled time of 1:00 PM EST.

If you have any issues, I can be reached by phone at 410-455-xxxx or through email at [email@umbc.edu](mailto:email@umbc.edu).

Sincerely,

Name

Good morning, Mickey Mouse,

Thank you for selecting a video interview time for the Job Title position. The following is confirmation of your time and the video conference information:

May 7, 10:00-10:45am (please enter the video conference no earlier than 10:00am)

[Join WebEx meeting](#)

ID: 474213277

Password: phBVvb8u

[\(US\) +1 202-860-2110 \(toll\)](#)

Access code: 474 213 277

If you have any questions, please feel free to contact me or Search Chair Name [searchchairemail@umbc.edu](mailto:searchchairemail@umbc.edu), Chair of the Search Committee.

Thank you,

Name

## Questions?

Contact a member of the Human Resources Employment Staff at [hrrecruitment@umbc.edu](mailto:hrrecruitment@umbc.edu)