

# Zoom Interview Session Schedule

8:50am

**Open Zoom app and start the interview session.**

Logistics:

- All candidates and interviewers will initially join the main room.
- Audio problems? Have them dial-in with their cell and mute their computer.
- I use this time to introduce myself to candidates as they join, answer any questions they may have, and chat about their pets that may make appearances during the interview!

9:00am

**Introduce PD and APD. They begin their introduction and presentation.**

Logistics:

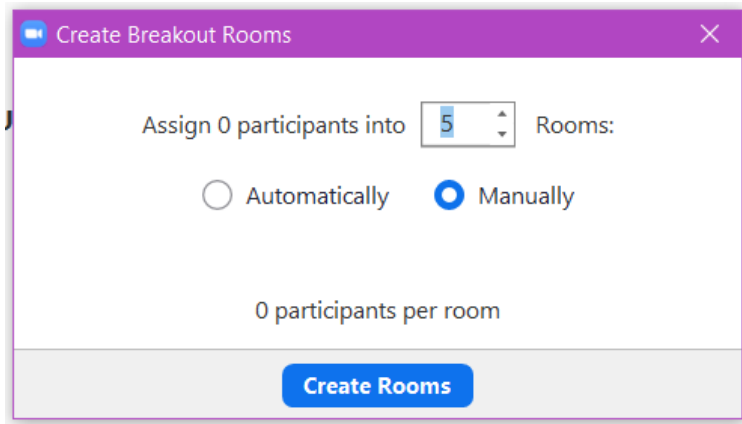
- Mute your mic after you've allowed your PD/APD to take over.
- They can share their screen without being given special permissions.
- Keep tabs on the timing of their presentation/intro and send them a private message if they are off-track.

9:15am

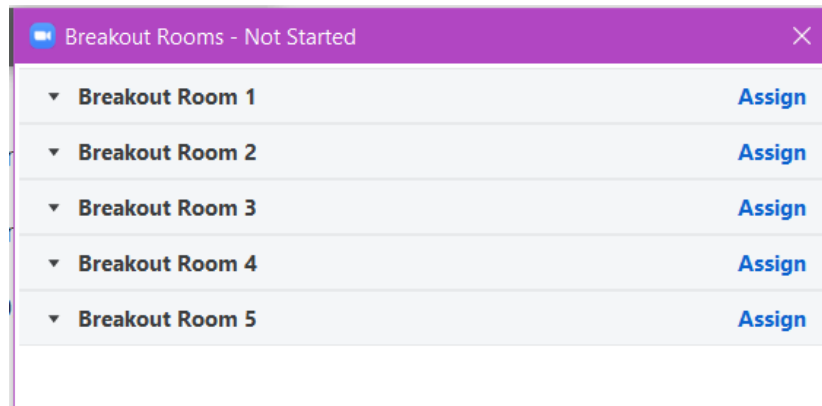
**All interviewers should be signed-in to the meeting by this time with muted mics.**

Logistics:

- Set your phone timer for 13 minutes (don't start it)
- Prepare the breakout groups for the first session (Don't worry, this won't affect the presentation.)
  1. Click breakout rooms button at the bottom of Zoom
  2. Create 5 rooms and select "Manual"



3. Click "Create Rooms"



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4. Click "Assign". Check the box next to the correct interviewer and candidate. Do this for each Breakout Room until all are assigned.

\*NOTE: If anyone called in on their phone, you must also check the box next to their phone number so that they have audio within their Breakout Room.

5. Exit out of the Breakout Rooms box. (It will save the assignments.)

## 9:24am **Send private message to PD/APD that they have 5 minutes left.**

Logistics:

- I send text messages because it is hard to see the chat button flashing in the middle of a screenshare sometimes.
- Zoom does, however, have a chat feature.

## 9:29am **Give a short spiel about the logistics of the Breakout Rooms and how the session will be conducted.**

Bree's: "We are now going to transition to the interview sessions. I am going to assign and rotate everyone through Breakout Rooms. Once I open the rooms, you will have a box pop up on your screen asking you to join the Breakout Room. Please accept. Once you accept, you will be placed into a private room with your attending. The interview will last approximately 15 minutes total. I will utilize the chat feature to send a 2-minute warning. When there is 1-minute left, I will close the Breakout Rooms and a 60-second timer will appear on your screen. You may ignore this timer. If you click "exit Breakout Room" before the timer finishes, you will be kicked back to the main session. If you both choose to remain in the room until the time expires, the Breakout Room will automatically close and return you to the main session. Once everyone has returned to the main session, I will reassign the Breakout Rooms, reopen them, and you will join your next interview session. If at any time anyone would like to request additional time with either a candidate or attending, please let me know and I will arrange for another meeting after today's session. If you have technical issues, please send me a chat or a text message."

## 9:30am **Open the Breakout Rooms and start Session 1.**

Logistics:

- Click the Breakout Rooms button at the bottom of Zoom.
- Click "Open All Rooms"
- Everyone should start disappearing from the main session.
- Start 13-minute timer.
- You can double-check your session assignments by expanding the arrow next to each Breakout Room to see who is in each room.
- You can also tell if someone is having technical difficulties as it will show you when someone hasn't joined their room yet:

▼ **Breakout Room 1**

○ Bree (not joined)

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- 9:43am**      **Send 2-minute warning to everyone using Chat feature.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Broadcast message to all" in the bottom left.
- 9:44am**      **Close the Breakout Rooms.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Close All Rooms"
  - Candidates and interviewers will begin to return to main session.
- 9:45am**      **Recreate Breakout Rooms and start Session 2.**  
Logistics:
- You must wait for all the rooms to empty before you can recreate them.
  - Restart timer.
- 9:58am**      **Send 2-minute warning to everyone using Chat feature.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Broadcast message to all" in the bottom left.
- 9:59am**      **Close the Breakout Rooms.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Close All Rooms"
  - Candidates and interviewers will begin to return to main session.
- 10:00am**      **Recreate Breakout Rooms and start Session 3.**  
Logistics:
- You must wait for all the rooms to empty before you can recreate them.
  - Restart timer.
  - By now, you should have a good idea of how on-time the session is running. I text my fellows with an estimate of when I would like them to come to the conference room.
- 10:13am**      **Send 2-minute warning to everyone using Chat feature.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Broadcast message to all" in the bottom left.
- 10:14am**      **Close the Breakout Rooms.**  
Logistics:
- Open the Breakout Rooms box.
  - Click "Close All Rooms"
  - Candidates and interviewers will begin to return to main session.

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**10:15am Recreate Breakout Rooms and start Session 4.**

Logistics:

- You must wait for all the rooms to empty before you can recreate them.
- Restart timer.

**10:28am Send 2-minute warning to everyone using Chat feature.**

Logistics:

- Open the Breakout Rooms box.
- Click "Broadcast message to all" in the bottom left.

**10:29am Close the Breakout Rooms.**

Logistics:

- Open the Breakout Rooms box.
- Click "Close All Rooms"
- Candidates and interviewers will begin to return to main session.

**10:30am Recreate Breakout Rooms and start Session 5.**

Logistics:

- You must wait for all the rooms to empty before you can recreate them.
- Restart timer.
- Fellows should begin to arrive to conference room for their meet and greet with the candidates.

**10:43am Send 2-minute warning to everyone using Chat feature.**

Logistics:

- Open the Breakout Rooms box.
- Click "Broadcast message to all" in the bottom left.

**10:44am Close the Breakout Rooms.**

Logistics:

- Open the Breakout Rooms box.
- Click "Close All Rooms"
- Candidates and interviewers will begin to return to main session.

**10:45am Thank interviewers and dismiss them from the session. Begin your next session.**

Logistics:

- Request that the interviewers now click "Leave Meeting" and provide them with additional quick notes as needed.
- Speak with candidates and answer additional questions as time allows.
- Allow fellows to enter room and join the session.
- Ensure that all interviewers have left the session, then leave the conference room to ensure privacy between fellows and candidates.
- Touch base with PD/APD and let them know when they will need to arrive in the conference room for final Q&A.
- If you choose to cater lunch, now is a great time to prepare for lunch.

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**11:25am**      **Prepare to transition to final Q&A session.**

Logistics:

- Knock on door and alert candidates that they have 2-3 minutes remaining.
- Make sure that PD and APD are present and ready to enter the conference room.

**11:28am**      **Final Q&A session with PD, APD, and Program Coordinator.**

Logistics:

- Rather than having PD/APD rejoin on their computers, we chose to have them meet in the conference room. Less room for error. (And that's where I serve them lunch after the session.)

**11:30am**      **Goodbyes and "End Meeting for All"**