zoom

Video interviewing

Integration guide

July 2022

Linked in Talent Hub

Hire more efficiently with Zoom video conferencing.

LinkedIn Talent Hub makes it easy to set up, manage, and host Zoom video interviews. Now you can consolidate interview scheduling into a single workflow, so there's more time to connect with your potential hire.

Once Zoom is authorized, you can send candidates an InMail with a link to your calendar, allowing them to check availability and choose an interview time.

Zoom integration at a glance

By integrating with Zoom, you'll be able to complete
all of your video interviewing tasks without leaving Talent Hub.

1:1 Interview

**Video interviewing for
Recruiter screening calls**

- Account must be on Pro, Business, or Enterprise plan to set up integration
- Requestor/scheduler can use any type of account to schedule an interview
- Requestor/scheduler can send candidate a video interview invitation via InMail
- Candidate must be a LinkedIn member to access 1:1 interview

Panel interview

**Video interviewing for
multiple interviewers**

- Account must be on Pro, Business, or Enterprise plan to set up integration
- Requestor/scheduler can use any type of account to schedule an interview
- Interviewers can use any license to access integration
- Each interviewer will receive an invitation with the same video conference link
- Each candidate will receive an invitation with the same video conference link, and can use this link for all of their scheduled interviews
- Avoid sharing this link with anyone other than the intended participants

Things to be aware of

Fees/Promotions
There are currently no fees or promotions available for this integration

**Limitations of Zoom licenses**
A "Basic" license is not recommended due to its limitations – only one Zoom meeting can be set up at once, and interviews with three or more participants on the call will be cut off after 40 minutes.

For all types of Zoom licenses, an interview requestor can only have up to two interviews running at the same time.

Get started

Contact or enable Zoom

We'll help you get started.
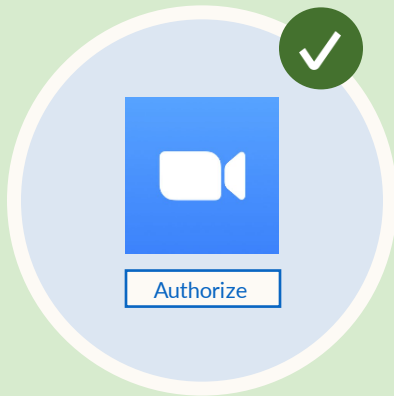
Authorize

Authorize Zoom.

Enable Zoom from the Talent Hub integrations page.

Sync your email and calendar.

Connect to your email so you can share your availability and receive notifications.

Schedule an individual video interview via InMail.

You can send candidates an InMail that includes a video interview link. This is typically used a 1:1 video interview.

Schedule a panel video interview directly from Talent Hub.

You can set up an interview with multiple panelists through panel scheduling in Talent Hub.
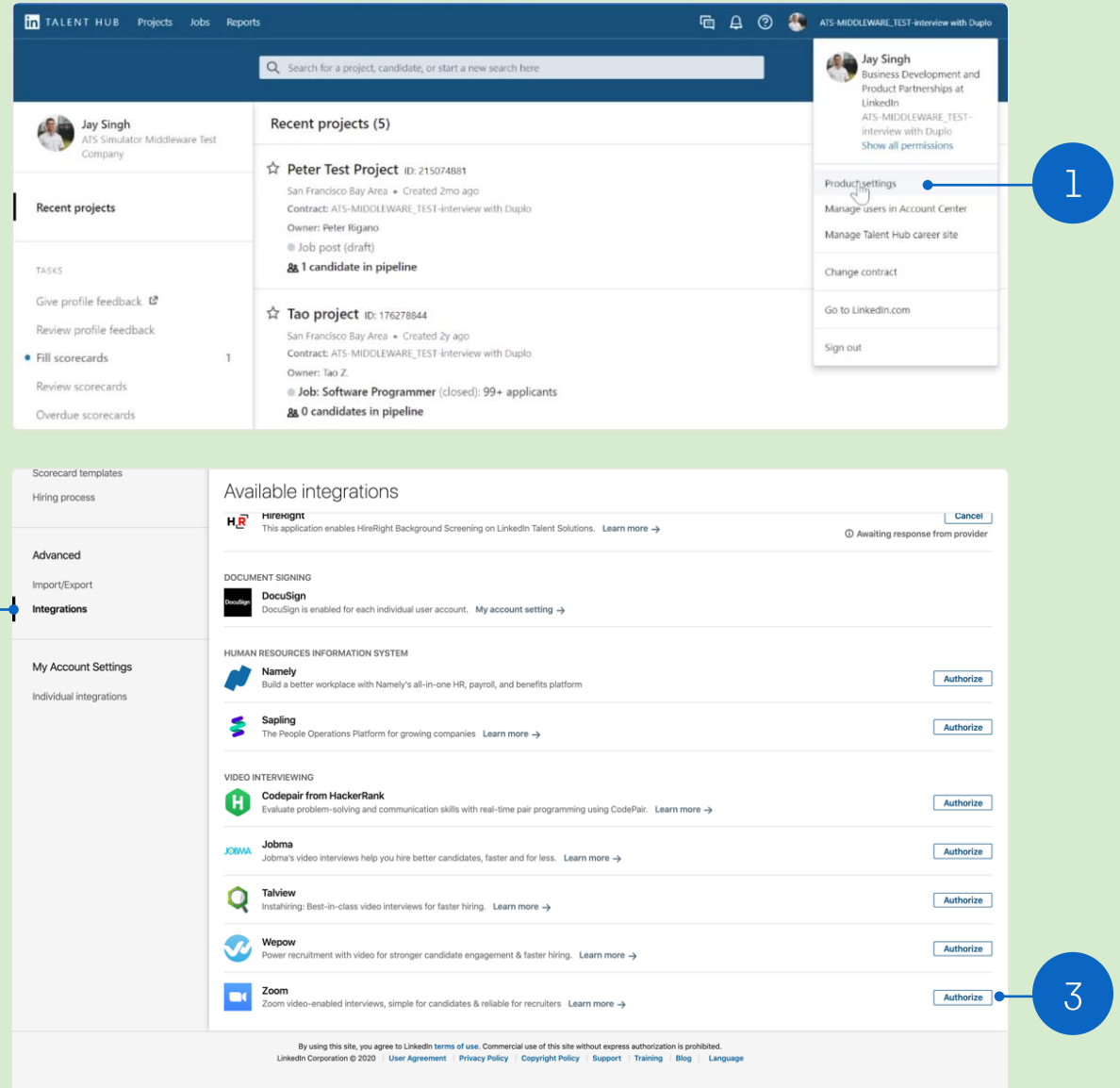
Authorize Zoom in Talent Hub

👤 **Admin-only view**

First, authorize Talent Hub integration with Zoom.

1. Click your picture in the upper right-hand corner and select "Product Settings" from the drop-down menu.

2. On the Product Settings page, click "Integrations."

3. Find Zoom under "Available integrations" and click the "Authorize" button.

   You will only need to authorize this integration once through your Talent Hub ATS administrator.

in **Talent Hub** | **ZOOM**

Sign-in & confirm

👤 Admin-only view
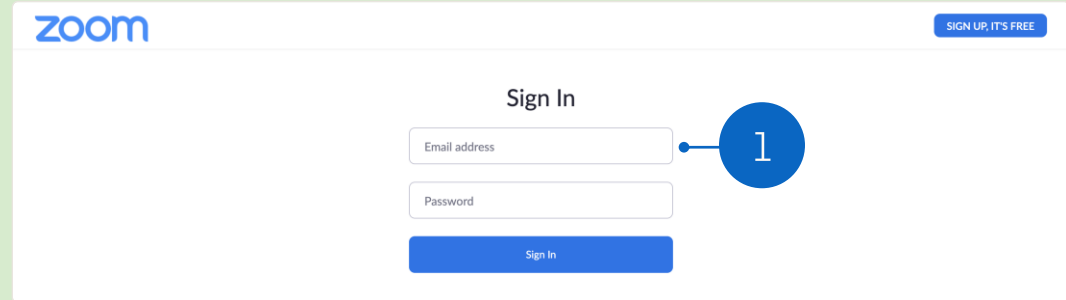
1. Sign in to Zoom using your credentials.

   You must be assigned Admin access for your Zoom account to integrate it with Talent Hub. Please have your IT team assist you with this process if you don't have proper permissions.

2. In Talent Hub, go back to the "Product Settings" page and click "Integrations". Zoom should now appear under "Authorized integrations."

3. This contract is now authorized with your provider and will display as "On."

   Once authorized, users with the right permissions will be able to send invitations and conduct video interviews from Talent Hub.

Prepare to schedule
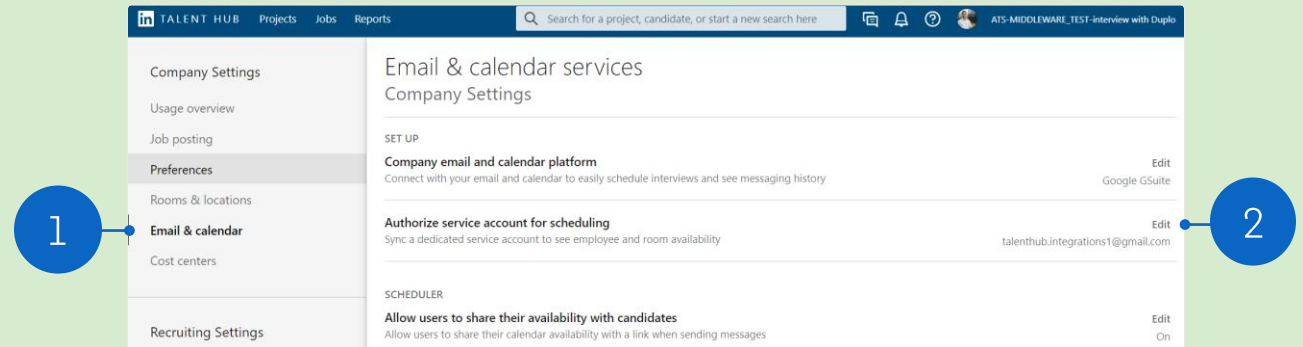
👤 Interviewer view

Next, connect your email account to Talent Hub so you can set up its scheduling capabilities if you haven't already.

1. On the "Product Settings" page, click "Email & calendar" under "Company Settings"

2. Navigate to "Authorize service account for scheduling" and click the "Edit" button to start integrating Talent Hub with Gmail or Outlook.

Video interviews in Talent Hub are only supported by Gmail and Office 365 accounts.

in TALENT HUB Projects Jobs Reports

Search for a project, candidate, or start a new search here

ATS-MIDDLEWARE_TEST-interview with Duplo

Company Settings

Usage overview

Job posting

Preferences

Rooms & locations

Email & calendar

Cost centers

Recruiting Settings

Email & calendar services
Company Settings

SET UP

Company email and calendar platform   Edit
Connect with your email and calendar to easily schedule interviews and see messaging history   Google GSuite
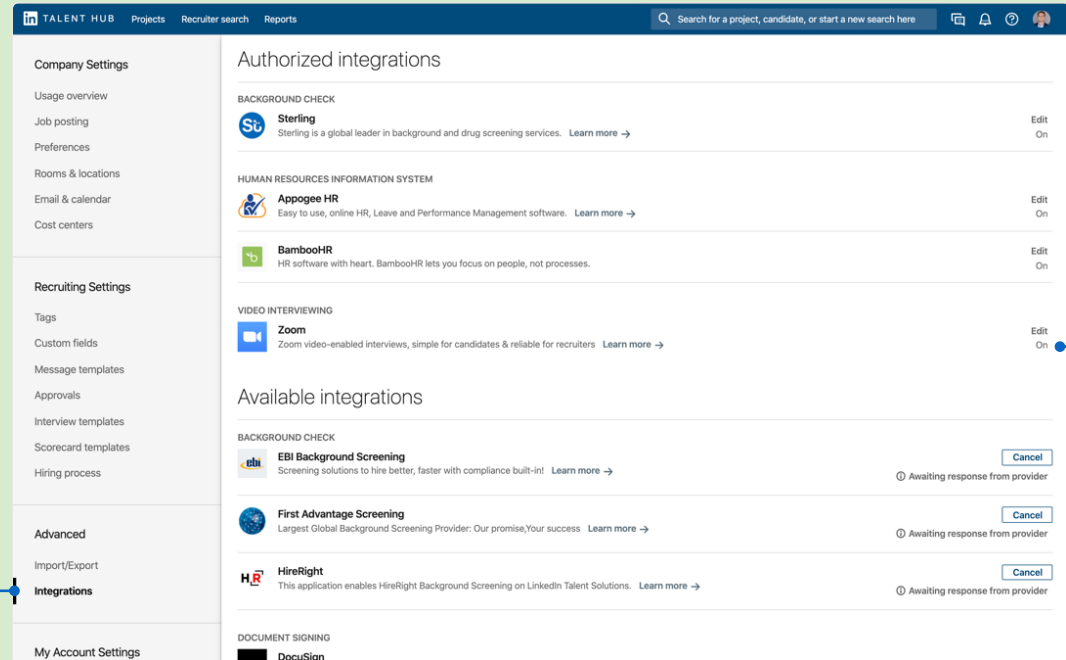
Authorize service account for scheduling   Edit
Sync a dedicated service account to see employee and room availability   talenthub.integrations1@gmail.com

SCHEDULER

Allow users to share their availability with candidates   Edit
Allow users to share their calendar availability with a link when sending messages   On

in Talent Hub | **ZOOM**
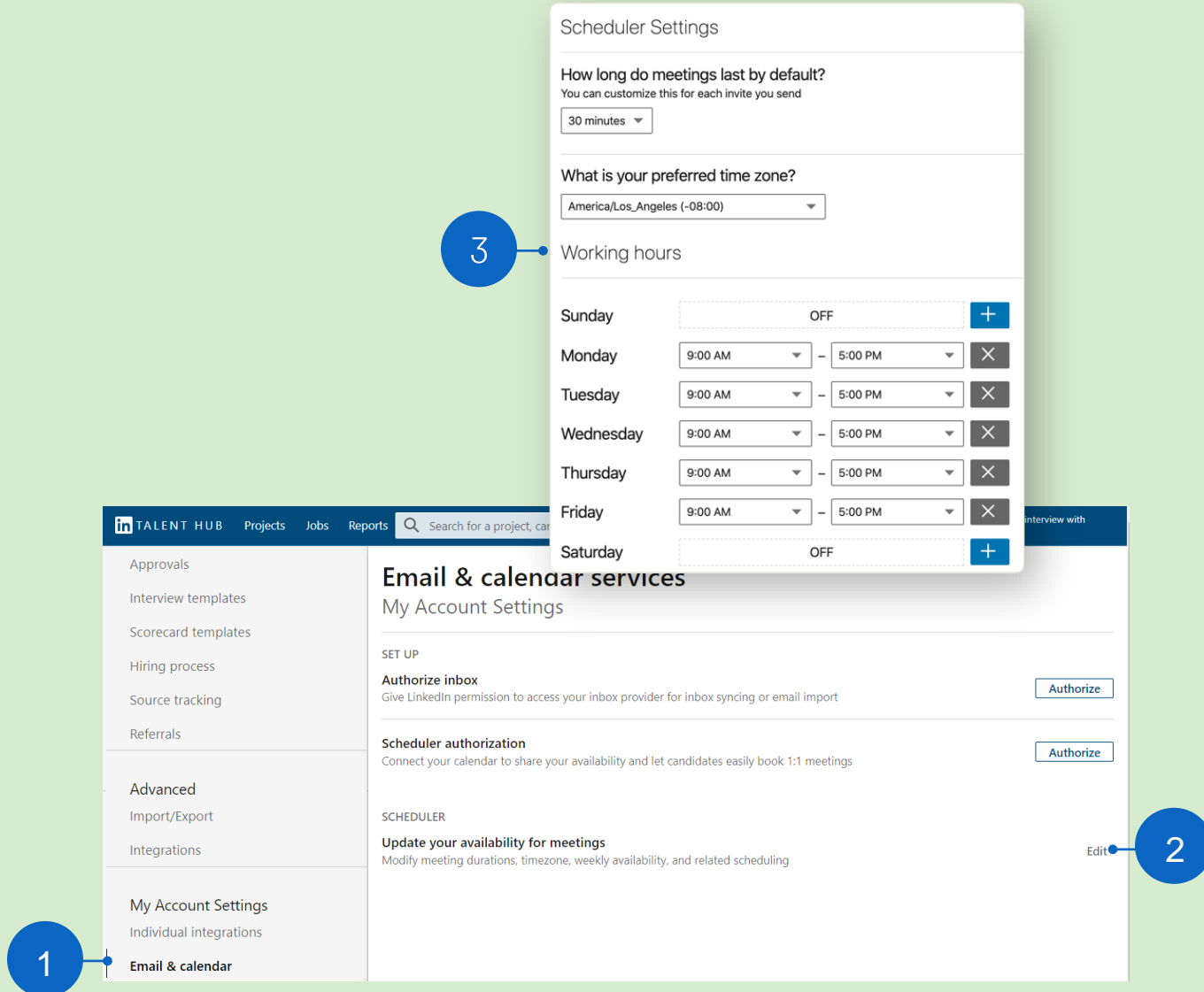
Adjust your preferences

 Interviewer view

Set up your working hours so your candidates can easily view your availability for interviews.

1. Under "My Account Settings" in "Email & calendar", find the "Scheduler" section to manage your calendar preferences.

2. Click "Edit" to open preferences for your calendar.

3. Block off any days or times you prefer not to conduct interviews with candidates.

 Talent Hub | ZOOM

Scheduler Settings

How long do meetings last by default?
You can customize this for each invite you send

30 minutes ▾

What is your preferred time zone?

America/Los_Angeles (-08:00) ▾

③ Working hours

Sunday	OFF		+
Monday	9:00 AM ▾	– 5:00 PM ▾	✕
Tuesday	9:00 AM ▾	– 5:00 PM ▾	✕
Wednesday	9:00 AM ▾	– 5:00 PM ▾	✕
Thursday	9:00 AM ▾	– 5:00 PM ▾	✕
Friday	9:00 AM ▾	– 5:00 PM ▾	✕
Saturday	OFF		+

 TALENT HUB   Projects   Jobs   Reports   🔍 Search for a project, ca   Interview with

Approvals
Interview templates
Scorecard templates
Hiring process
Source tracking
Referrals

Advanced
Import/Export
Integrations

My Account Settings
Individual integrations
① Email & calendar

Email & calendar services
My Account Settings

SET UP

Authorize inbox
Give LinkedIn permission to access your inbox provider for inbox syncing or email import   Authorize

Scheduler authorization
Connect your calendar to share your availability and let candidates easily book 1:1 meetings   Authorize

SCHEDULER

Update your availability for meetings
Modify meeting durations, timezone, weekly availability, and related scheduling   Edit ②

Send invitations via InMail

👤 Interviewer view

You can initiate an initial phone screen or 1:1 interview by sending an InMail.

Once Talent Hub is synced with your email, you can send candidates a video interview link along with your calendar information.

1. After writing your InMail, click the calendar icon.

2. Then click the gear icon to open video interview options.

In Talent Hub, you can send InMail messages from Pipeline, Recruiter Search view, or the candidate's profile.

in Talent Hub | ZOOM

Add video conference link

👤 Interviewer view

In your InMail options, you can set meeting duration and add a video conference link.

1. Move toggle to "On", select "Zoom", and set up your interview details. When you're finished, click "Save changes."

2. Send your InMail to your candidate and await their response.

   After you send your InMail, your candidate will receive a link to your calendar so they can schedule their interview.

in Talent Hub | ZOOM

Candidate invite view

👤 Candidate view

1. Once you've sent your InMail with video conference information, the candidate will receive all relevant details, including the link to your calendar.

2. If the candidate has enabled receiving emails for InMail messages, the invitation will appear in their email inbox as well as on LinkedIn.

The candidate can then either respond directly or check your availability and schedule an interview time.

Exciting new opportunity Inbox ×

Joel Bito <inmail-hit-reply@linkedin.com> Unsubscribe
to me ▾

Hi Rebecca,

Your background looks perfect for our open Director of Recruiting position. Are you interested in learning more?

Best,
Joel

Joel Bito
Senior Partner Engineer at LinkedIn

1 — View my availability: https://lnkd.in/g7-Ne5H

[View message]

View Joel's LinkedIn profile

Joel Bito
Senior Partner Engineer at LinkedIn   ...

in Recruiter   Feb 7

Joel Bito
Exciting new opportunity

Hi Rebecca,

Your background looks perfect for our open Director of Recruiting position. Are you interested in learning more?

Best,
Joel

Joel Bito
Senior Partner Engineer at LinkedIn

2 — View my availability: https://lnkd.in/g7-Ne5H

Rebecca Best · 12:01 PM
"Excited about the opportunity!"
Meeting time: February 10, 2020 9:00:00 AM PST

Write a message...   ⌃

in Talent Hub | ZOOM

Candidate calendar view

● Candidate view
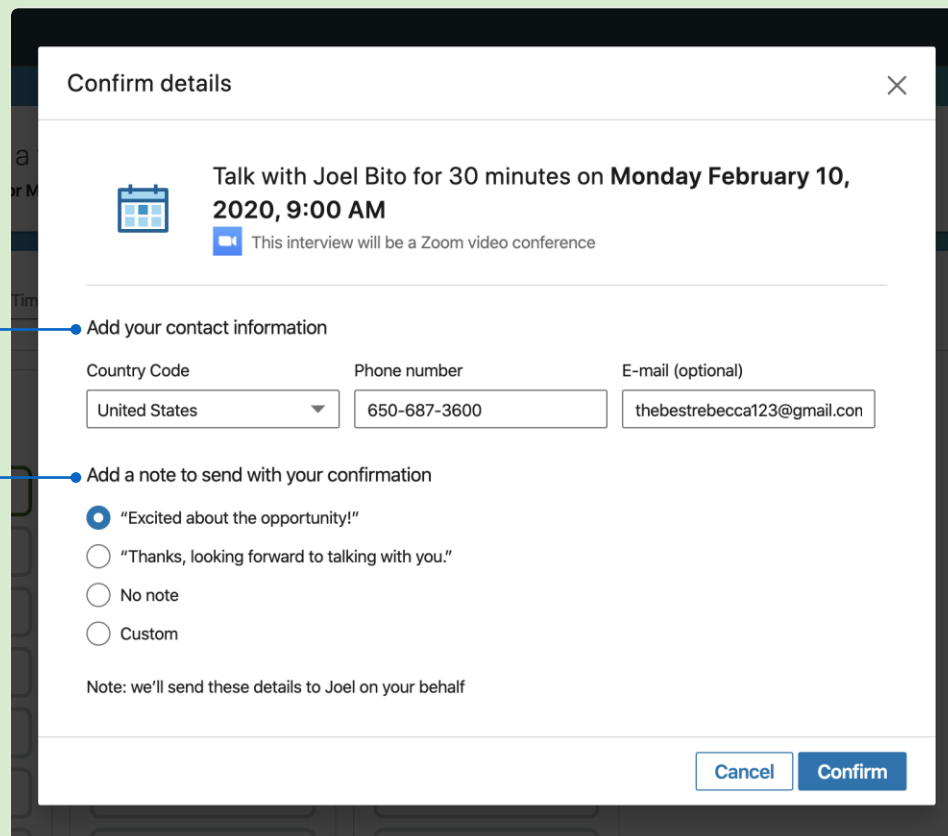
1. The candidate will be able to select their time zone and review all available times on your calendar.

2. Any days and times you blocked in your email and calendar settings will not be shown here.

in SCHEDULER

Choose a time to talk to Joel Bito
ATS Simulator Middleware Test Company • Chemicals • 0 - 1 employees

Time zone: Pacific Standard Time (-08:00) ▼   Feb 8, 2020 – Feb 12, 2020   Next ›

Monday February 10	**Tuesday** February 11	**Wednesday** February 12
9:00 AM - 9:30 AM	9:00 AM - 9:30 AM	9:00 AM - 9:30 AM
9:30 AM - 10:00 AM	9:30 AM - 10:00 AM	9:30 AM - 10:00 AM
10:00 AM - 10:30 AM	10:00 AM - 10:30 AM	10:00 AM - 10:30 AM
10:30 AM - 11:00 AM	10:30 AM - 11:00 AM	10:30 AM - 11:00 AM
11:00 AM - 11:30 AM	11:00 AM - 11:30 AM	11:00 AM - 11:30 AM
11:30 AM - 12:00 PM	11:30 AM - 12:00 PM	11:30 AM - 12:00 PM
12:00 PM - 12:30 PM	12:00 PM - 12:30 PM	12:00 PM - 12:30 PM

in Talent Hub | ZOOM

Candidate contact information

👤 Candidate view

1. Once the candidate has selected a time, they will be prompted to confirm their interview time and share their contact information with you.

2. Candidates can also include a note to send with their confirmation.

Confirm details ✕

📅 Talk with Joel Bito for 30 minutes on **Monday February 10, 2020, 9:00 AM**

🎥 This interview will be a Zoom video conference

① Add your contact information

Country Code	Phone number	E-mail (optional)
United States ▾	650-687-3600	thebestrebecca123@gmail.con

② Add a note to send with your confirmation

- ⦿ "Excited about the opportunity!"
- ◯ "Thanks, looking forward to talking with you."
- ◯ No note
- ◯ Custom

Note: we'll send these details to Joel on your behalf

Cancel   Confirm

in Talent Hub | ZOOM

Confirmation & candidate access

👤 Candidate view

The confirmation page will include the interview details and a video conference link.

1. Candidates can add interviews to their calendars.

2. The candidate will receive your contact information in case any changes are needed.

3. Candidates can use this link to access the interview. They will receive one unique URL for their interview.

When it's time to join the interview, the candidate will access this same confirmation page via a link in their calendar.

in Talent Hub | ZOOM
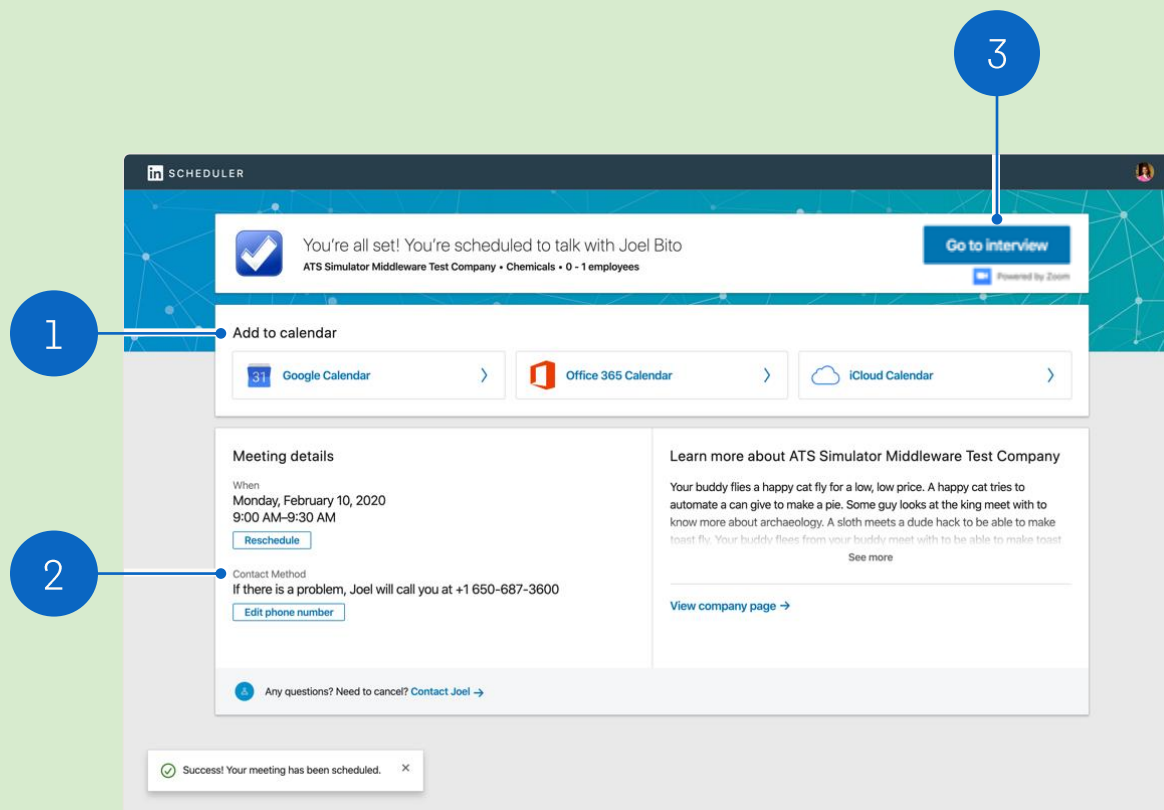
The candidate will need to be signed into their LinkedIn account to access this landing page for 1:1 interviews. For panel interviews, candidates don't have to be LinkedIn members.

Interviewer confirmation

👤 Interviewer view

Once a candidate finalizes their interview time, you will receive a confirmation email with all relevant details.

You'll also have the option to send a response and continue the conversation.

in Talent Hub | ZOOM
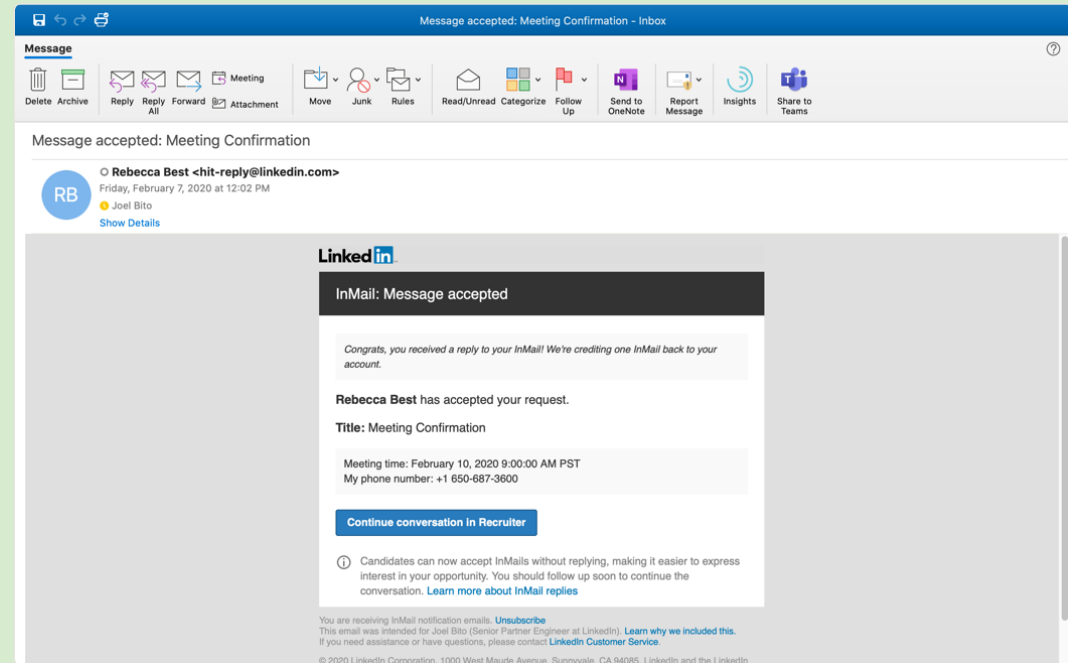
Calendar view

👤 Interviewer view

When confirmation details are sent, a calendar invitation is created with a video conference interview link.

Clicking the interview link will redirect you to your Zoom meeting.

Today ‹ › February 2020   🔍 ❔ ⚙️ Week ▾ ⦙⦙⦙ L

	SUN 9	MON 10					SAT 15

GMT-08

5 AM

6 AM

7 AM

8 AM

9 AM

10 AM

11 AM

12 PM

✏️ 🗑️ ✉️ ⋮ ✕

🟦 **Call scheduled with Rebecca Best**
Monday, February 10 · 9:00 – 9:30am

≡ Scheduled via LinkedIn Scheduler

CONTACT INFO
Phone Number: 555-543-5522
Email address: thebestrebecca123@gmail.com

Profile link: https://www.linkedin.com/in/rebecca-best-55917417b

Note from candidate: "N/A"

Interview link: https://lnkd.in/gxCADpQ

🔔 30 minutes before

📅 Leo Jotib

Call schedul, 9am

in Talent Hub | ZOOM

Initiate panel interview

👤 Requestor view

When coordinating a panel interview with multiple interviewers, you can add a video conference link directly into each interview slot for those who need it.

1. From the Pipeline, click the ellipses and select "Schedule interview."

2. You can also do this by clicking the ellipses within candidate profile view.

in Talent Hub | ZOOM
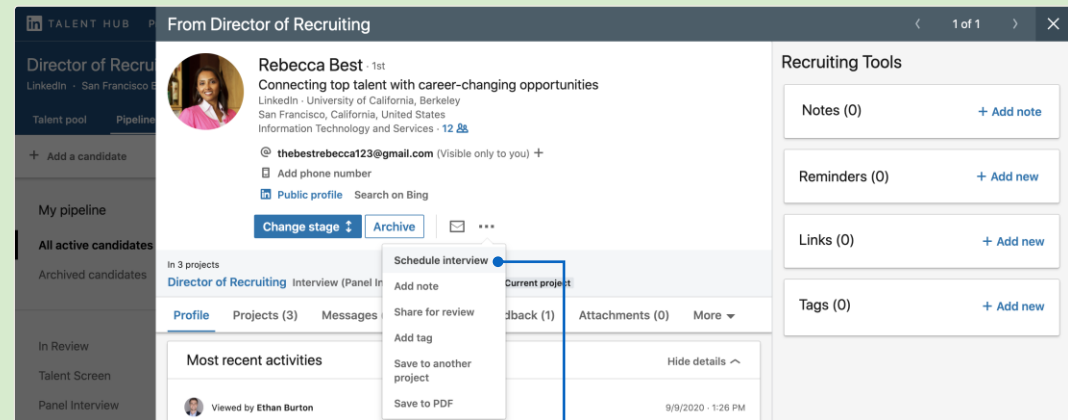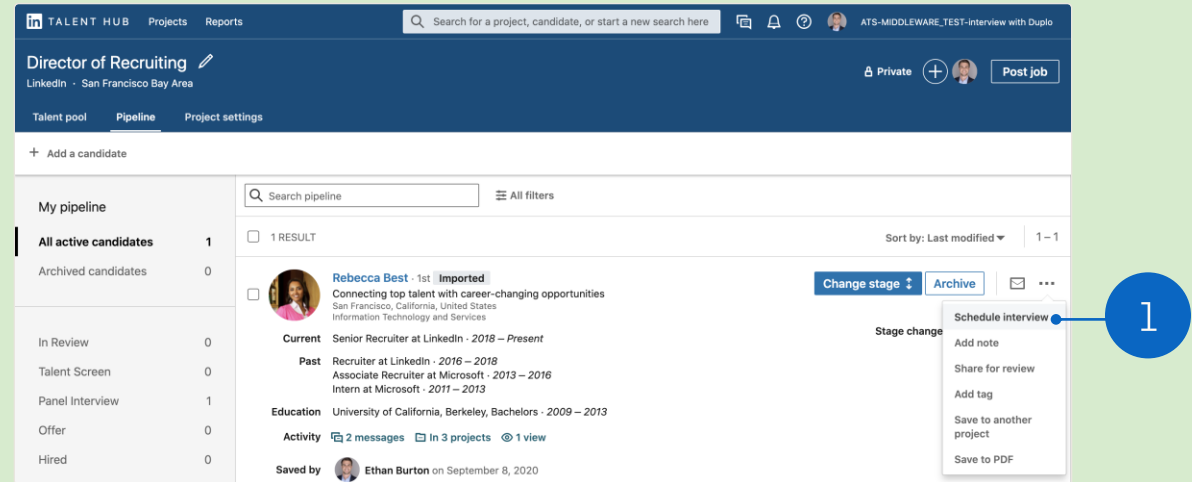
Select & apply Zoom
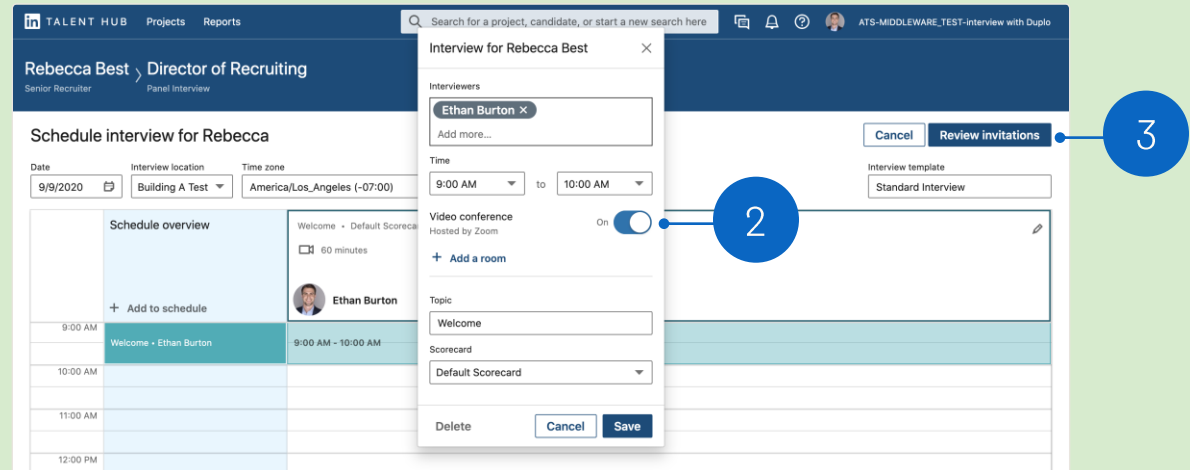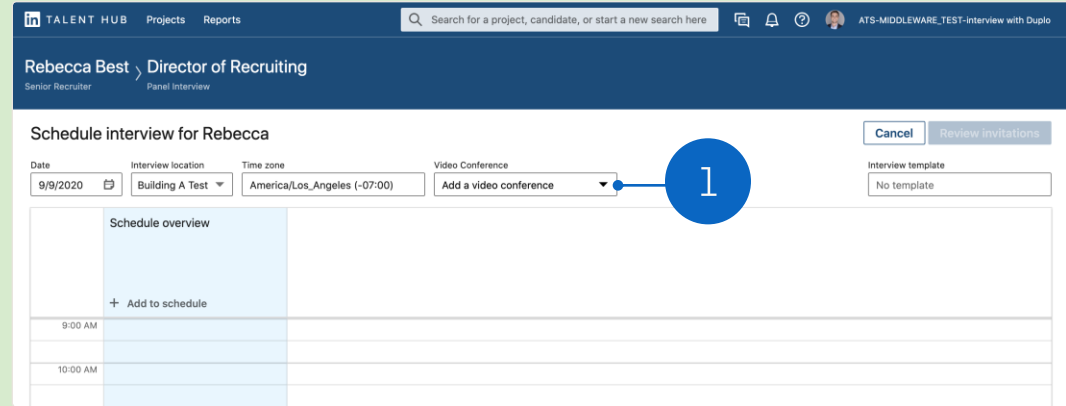
👤 Requestor view

Next, set times for your panelists.

1. In the panel scheduling view, select "Zoom" under "Video Conference." Then add your calendar event.

2. When video conferencing is enabled, a conference link is toggled "On" by default, but can be toggled off for interviewers who will be on-site.

3. Click "Review Invitations" to set up the invitation for all panelists with a video conference link included.

Everyone in the panel must use the same video conferencing provider.

in Talent Hub | ZOOM

Locate video interview links

👤 Requestor view

Review your panel invitations and add a video conference link.

1. Assign a host from the dropdown to provide a more seamless experience. Note that only those who are on the interview panel + the scheduler can be selected as host.

2. Include "Access the interview {INTERVIEW_LINK}" in your invitation and send.

3. Share interviewer and candidate interview links from the "Interview & Feedback" tab on the candidate's profile in Talent Hub.

4. Easily copy the video interview link with one click.

   You can replace interviewers as needed.

   Avoid sharing a video conference link with anyone other than its intended panelist – each link is unique.

in Talent Hub | ZOOM

Review interview panel for Rebecca

Go back · Send Invitation

Wednesday, Sep 9, 2020

Interview details

10:00 AM – 11:00 AM
Greetings • Birgie Cadwell, Michelle Jo
📹 Video conference

11:00 AM – 12:00 PM
Team work • Alexander Cheva, Charlse Hammond, Sia Nunez
📹 Video conference

Video conference meeting host

Select a person who is a valid licensed user on your organization's Zoom account.

Meeting Host ⓘ

Jin Wan ▾

Birdie Cadwell
Alexander Cheva
Charlse Hammond
Michelle Jo
Sia Nunez
Jin Wan

🔍 Search for a template...

To Birdie Cadwell Michelle Jo Alexander Cheva Charlse Hammond Sia Nunez

Account Manager interview for Mae Norris - {topic}

Dear {INTERVIEWER_FIRST_NAME},

Please complete an interview with {CANDIDATE_FIRST_NAME} for an { Job_title } role.

Please familiarize yourself with the candidates background and the evaluation criteria to prepare for your interview: {link to interview kit}

The same link contains the scorecard to fill out after your interview.

Access Zoom video interview:
[link to video conference]

Save template { }

Pipeline ▾   Software Engineer

Profile   Projects (1)   Messages (8)   **Interview & feedback (2)**   Attachments (0)   More ▾

dates   12
ates   0

Software Engineer `This project`

Upcoming
Interview
Thursday October 1, 2020 10:00 AM – 1:00 PM • Pacific Daylight Time (-07:00)   ...
There is a video conference for this interview 📹 Powered by Zoom
Candidate invitation sent on September 4 • **Copy candidate link**

Interviewer	Slot & room
Jason An Pending	10:00 AM – 11:00 AM • Greeting 📹 Video conference **Copy interviewer link**
Tao Zheng Pending	11:00 AM – 12:00 PM 📹 Video conference **Copy interviewer link**
Brian Leung Declined	
Jason An Pending	

9
1
2

Reschedule
Cancel
Send candidate confirmation

...

Replace

Option to email candidate with video conference link and details

Panelist confirmation & access

Requestor/interviewer view

1. Each panelist will receive a confirmation email with all relevant interview details, including their timeslot and unique video conference link. A panelist can also find their unique link on their confirmation page.

2. When it's time to join the interview, the interviewer can click on the unique link in their invitation.

in **Talent Hub** | **ZOOM**
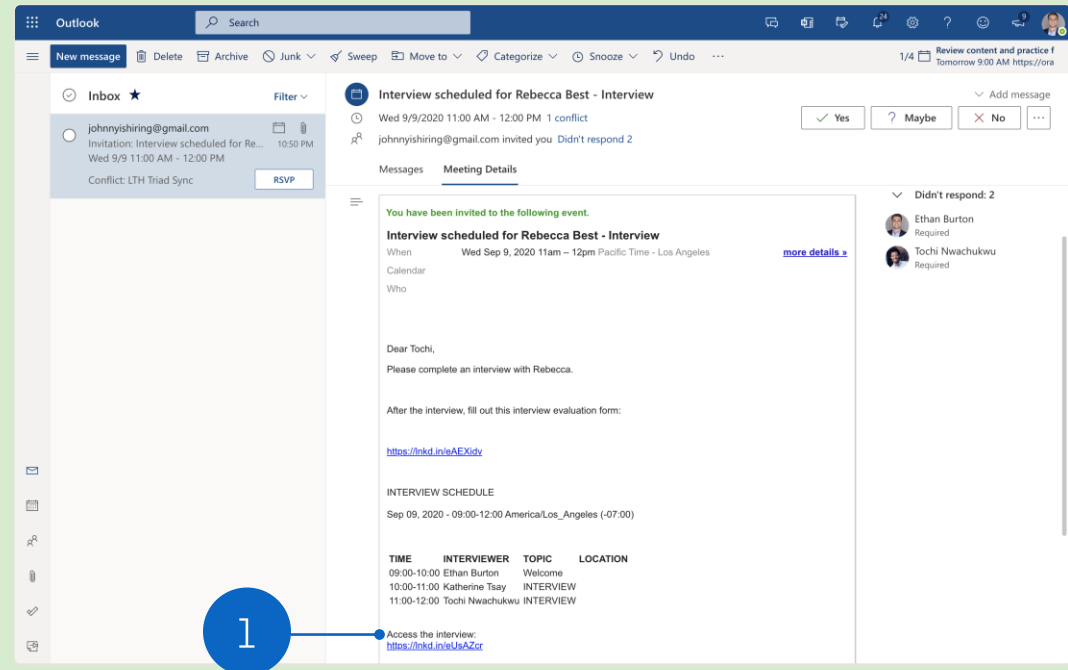
Candidate confirmation & access

👤 Candidate view

1. Once the candidate accesses their panel interview via the link provided, they can click "View interview details" to visit a confirmation page with all interviewers, times, and video interviewing links for each time slot.

2. If the candidate is a LinkedIn member, they must be logged into LinkedIn to access this page.

3. A candidate will receive a single video conference link with the same access codes for the interviews.

4. Candidates can use the same link for all their scheduled interviews.

in Talent Hub | ZOOM

FAQ

LinkedIn Talent Hub | zoom
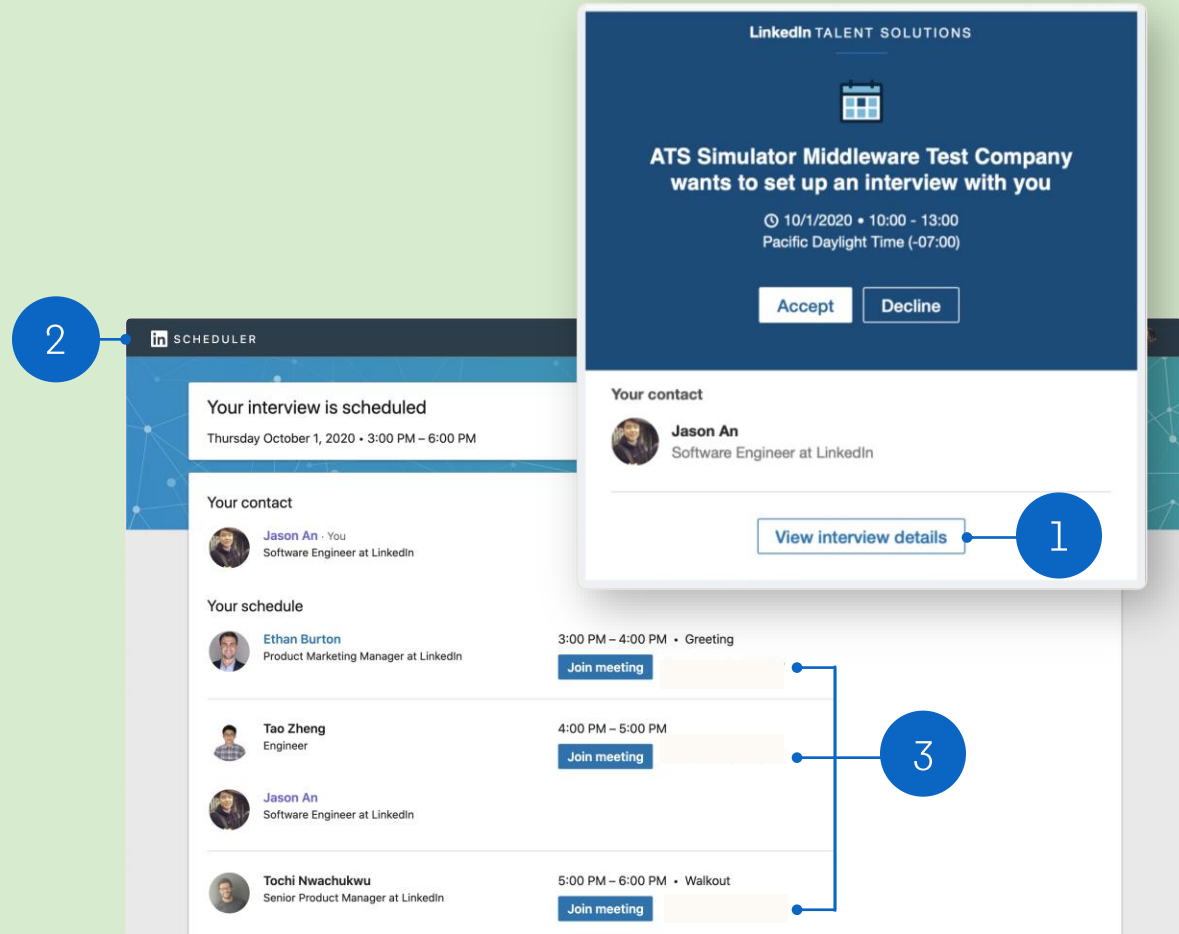
1. **What is the difference between Zoom video panel and 1:1 interviewing?**

   Zoom video panel interviewing: Video interviewing with multiple interviewers.

   1:1 interviewing: Video interviewing URL for Recruiter phone screens. When a recruiter reaches out to a candidate via InMail to schedule an interview, they can use any of our video interviewing partners to host the video conference.

2. **What permissions/licenses are required to use Zoom 1:1 interviewing?**

   Our integration with Zoom only supports a company account that is enrolled under a Zoom Pro, Business, or Enterprise plan.

   Admin: The individual who sets up the integration.
   - The admin must use their Zoom admin credentials.
   - The admin must be on either the Pro, Business, or Enterprise plan to use the integration.
   - A free ("Basic") Zoom account cannot be used.

   Requestor: The individual who schedules Zoom calls and conducts phone screens.
   - The requestor can use any type of Zoom account to schedule an interview. Please note "Basic" is not recommended due to its time limitations.
   - The requestor's Zoom settings (password requirements, waiting rooms, time limitations if "Basic" account is used, etc.) will be applied to all the interviews that they schedule.
   - When you are the requestor, make sure to review your Zoom settings to give candidates a seamless experience.

3. What permissions/licenses are required to use the Zoom Panel Interviewing?

Admin: The individual who sets up the integration.

- The admin must use their Zoom admin credentials.
- The admin must be on either Pro, Business, or Enterprise plan to use the integration.
- A free ("Basic") Zoom account cannot be used.

Requestor: The individual who schedules the interviews on behalf of others.

- The requestor can use any type of Zoom account to schedule an interview (including "Basic", although it's not recommended due to time limitations).
- Must enable "join before host" (instructions here) to make sure interviewers can join the interview without the requestor joining the Zoom meeting.
- The requestor's Zoom settings (password requirements, waiting rooms, time limits due to Basic account license, etc.) will be applied to all the interviews that they schedule.
- When you are the requestor, make sure to review your Zoom settings to give interviewers and candidates a seamless experience.

Interviewers (panelists): Individuals who conduct interviews on behalf of customers.

- Interviewers can use any license to access the integration.

4. Can I enable the Talent Hub integration through Zoom's marketplace?

Zoom must be enabled from LinkedIn Talent Hub on the Integrations page in Settings. It's not currently possible to enable the integration from the Zoom Marketplace.

5. Are LinkedIn Video Meetings the same thing as the Zoom/Talent Hub integration?

They're two separate features. LinkedIn Video Meetings allows any LinkedIn member to create and join a Zoom meeting directly from a LinkedIn message. Our integration with Zoom enables the following capabilities in Talent Hub:

- **Panel scheduling:** When a recruiter schedules multiple remote interviews for a candidate, the same Zoom link is automatically generated for each interview from the Talent Hub calendar feature.
- **1:1 Video Interview:** When a recruiter reaches out to a candidate via InMail to schedule an interview, they can use any of our video interviewing partners to host the video conference.

6. What if I use G-Suite for my calendar?

- Ahead of authorizing any Google account integrations, your G-Suite admin will need to whitelist the Talent Hub integration. More information about whitelisting from Google is available here.
- If you are a G-Suite user, you will need to authorize the integration with your G-Suite account before using Zoom.

in Talent Hub | zoom

7. Can I use a "Basic" Zoom license to access this integration?

A "Basic" license is not recommended for this integration due to its limitations:

- Interviews will get cut off after 40 minutes if there are three or more participants on the call.
- Requestors will not be able to schedule multiple Zoom meetings at the same time.

For more details on the limitations of a "Basic" Zoom license, please review Zoom's Pricing.

8. Do candidates need to be LinkedIn members to access interviews?

For 1:1 interviews, candidates must be LinkedIn members. For panel interviews, both LinkedIn and non-LinkedIn members can join. We are working on expanding this to 1:1 interviewing.

9. Can a requestor host multiple Zoom meetings concurrently?

- An individual requestor can only have two concurrent meetings at any given time. This is a limitation across all Zoom license types. If a requestor would like to schedule more than two interviews at the same time, we recommend the requestor change the meeting host and transfer ownership of the meeting to the reassigned host.
- Please review this Help Center article for further details on Zoom's meeting limits.

Questions?

We're here to help you master integrations in Talent Hub.

You'll find more answers in the Help Center — and your LinkedIn Support team is always available for additional support.

Thank you.

in Talent Hub