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**Columbus School of Law**

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**CUA Law's OCI - 2021 Fall Recruiting Program**

**Instructions for Zoom Breakout Room Interviews**

*For Full- or Half-Day Session*

*The CUA Law Legal Recruitment Manager (CUA Law) is the Zoom meeting host and coordinator and is responsible for setting up the Zoom meeting for the employer and the students. Prior to the meeting, CUA Law will set up one Zoom meeting for the length of the employer's total interviews. CUA Law will create a Google calendar invitation for the employer with the sign-in information for the Zoom meeting. CUA Law will send each student a separate calendar invitation for their individual interview period. CUA Law will greet the employer on Zoom and invite the employer to the Breakout Room. CUA Law will remain in the main Zoom meeting room to greet students and invite them into the Breakout Room at the start of their interview. CUA Law will be able to see when students leave the Breakout Room and can let the next student in to interview. At the completion of all interviews, the employer should return to the main Zoom meeting room and the interview program will conclude.*

The CUA Law staff member requests that the mobile number and email address for each interview be shared in advance of the interview, so that the staff member and interviewers may communicate in case of technical difficulties.

Employers have the option to request captions during the Zoom interview. Please email [jobs@cua.edu](mailto:jobs@cua.edu) with at least 24 hours' notice.

**Approximately one week before the meeting:**

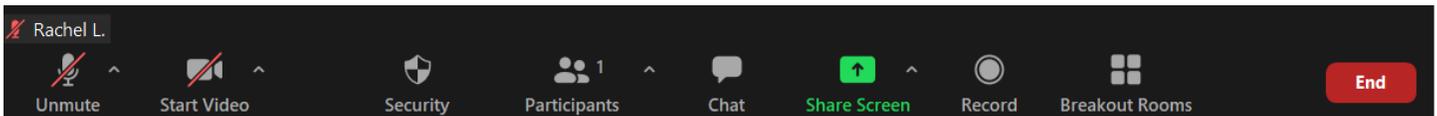
- CUA Law will submit the interview schedule to the recruiter and/or interviewer
- CUA Law will send a calendar invite to the recruiter and/or the interviewer

**The day of the meeting:**

- The interviewer(s) should sign into the Zoom meeting 15 minutes early if possible, to ensure there are no technical difficulties. CUA Law will greet the interviewer(s) and then the interviewer(s) will have time to prepare for the interviews in the Breakout Room if needed.

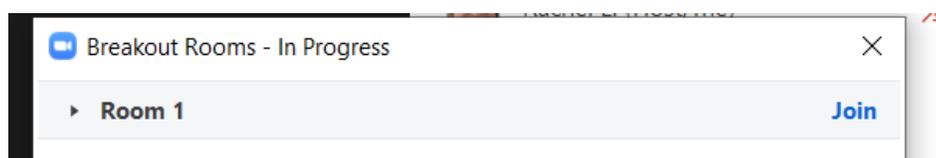
### The Zoom Meeting Logistics: The Waiting Room:

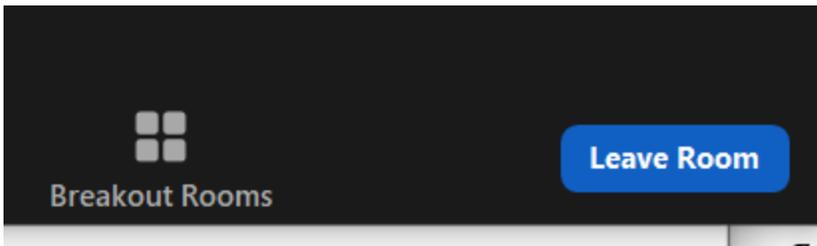
1. When the interviewer(s) joins the meeting, they will arrive in a Zoom Waiting Room. CUA Law will welcome them into the main Zoom meeting room as soon as possible. The interviewer(s) will then be invited to enter the Breakout Room. They may see a box on their screen saying, 'Join Breakout Room' or they can click on the four squares labeled "Breakout Rooms," at the bottom of the Zoom screen.
2. When students join the meeting, they will be placed in the Zoom Waiting Room. While in the Waiting Room, or main Zoom meeting room, the students will not be able to see or hear the employer, or any student the employer may be currently interviewing. CUA Law staff will admit students from the Waiting Room into the Breakout Room as appropriate. Students should not have the ability to join the meeting on their own.



### Zoom Meeting Logistics: The Breakout Room:

1. The interviewer(s) will receive an invitation to enter the Breakout Room on their Zoom screen. If the invitation does not appear on the interviewer's screen, the interviewer(s) may click on the "Breakout Rooms" button at the bottom of the Zoom screen. If the box is not visible, try hovering over the bottom of the Zoom screen. This will pull up a separate box which will display the Zoom index of controls.
2. The interviewer(s) will remain in the Zoom Breakout room for the duration of the total interview period.
3. The interviewer(s) will have scheduled breaks during the interview program. For a break, the interviewer(s) should not leave the Breakout Room. The interviewer(s) can mute and stop the video. Upon returning, unmute and restart the video.
4. When a student's interview is over, the student will see a button on their screen to leave the meeting.
5. CUA Law will be able to see that the first student has left the interview and will then admit the next student to the Breakout Rooms interview suite.
6. The CUA Law staff member may send a message to the interviewer(s) and the student in the Breakout Rooms at the one-minute warning to the end of the interview. **CUA Law asks that the interviewer(s) be aware of the student interview schedule and stop each student interview promptly at the scheduled time.** Many of the students are on a very tight schedule, with classes, clinic, internships, and other interviews.
7. The interviewer(s) will not be able to respond to messages from the Breakout Room but can rejoin the main Zoom meeting room at any point if they need to communicate with the CUA Law staff member.





8. To leave the Breakout Room after the interviews are complete, click the “Leave Room” button at the bottom right of the Zoom screen. Upon clicking the “Leave Room” button, the option will be provided to “Leave Meeting” or “Leave Breakout Room”. Please click “Leave Breakout Room”. Do not leave the meeting until all the interviews have been concluded and the interviewer(s) have met with the CUA Law staff member in the main Zoom meeting room. Once the interviewer(s) meets with the CUA Law staff member after all the interviews have been completed, the interview program will conclude.

#### Troubleshooting:

- If students accidentally leave the meeting, they can rejoin by clicking on the Zoom link in their calendar invitation and will be assigned back to the Waiting Room and then the Breakout Rooms by the CUA Law staff member.
- If any assistance is required during the interview period, the interviewer(s) can return to the main Zoom meeting room. Interviewer(s) can also call or text the CUA Staff Member. Mobile information will be provided in advance.
- If there is a nationwide Zoom outage day of, the CUA Law virtual interview program may be conducted on Google Meet.

**Thank you! Questions, email the CUA Law Legal Recruitment Manager at [jobs@cua.edu](mailto:jobs@cua.edu)**

**Happy interviewing!**