Feature Overview – Hiring System

Video Conferencing

In-person meetings with applicants – and new hires – is a vital step in the screening and onboarding process for organizations but can be tricky due to remote locations and worldwide pandemics. Video conferencing makes the process much less of a chore by enabling you to connect face-to-face in an online format, saving time and avoiding scheduling and other logistical headaches with on-site meetings.

What is it exactly?

Video conferencing provides a way to meet with applicants in a real-time, online format, using any desktop or mobile device. This allows you to continue to meet face-to-face despite geographical or other logistical issues that may prevent in-person meetings.


These video conferences take place directly from within the Hiring System and are included as a line item in the applicant checklist, making it easy to locate and launch. Additionally, the platform selected to support video conferencing does not require any plug-ins or software installations, making it easy for all attendees to access and use the feature using any device – mobile included!

How do I use it?

Video conferencing is accessed from the *Applicant Detail* page, appearing as a step in the applicant checklist. It can be inserted into any stage of the checklist process, providing flexibility for organizations to use video conferencing for a wide variety of applicant screening and meeting needs – such as during the interview process or for onboarding tasks.

Selecting a video conferencing task from the checklist opens the detail page that provides options for sending a conferencing invitation to the applicant, as well as the window where the video conference itself is conducted.
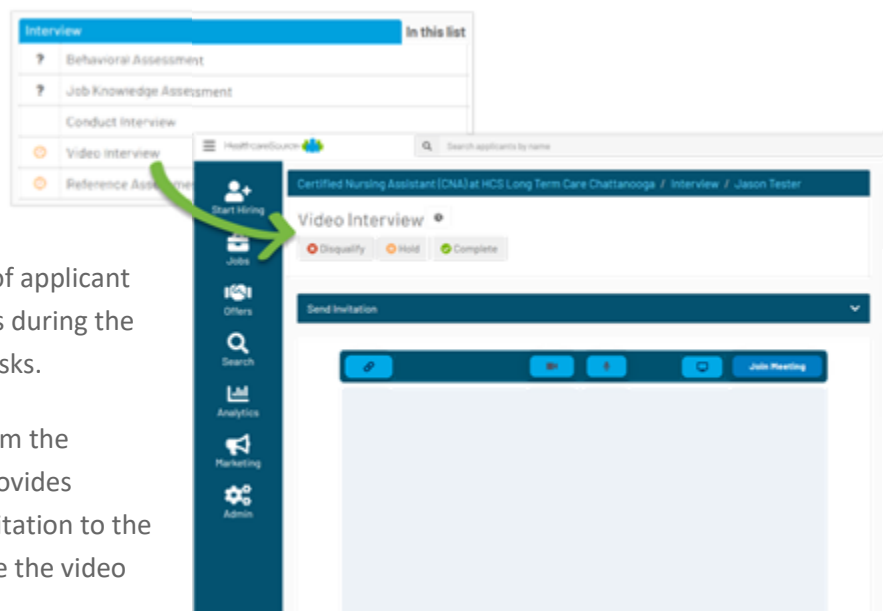
This detail page includes a **Send Invitation** header that expands to display the form used to send invitations to a video conference via email and/or text message. Both methods provide templates that can be used and modified as necessary when sending invitations, and additional options provide the ability to set a specific date and time for the meeting.

For those times when tight timelines require urgency in conferencing meetings, invitation links can also be copied directly from the *Applicant Detail* page so they can be shared with applicants in emails or chat software – bypassing the formal invitation process.

When it's time to start the video conference, clicking the **Join Meeting** button on the detail page opens a live feed from your computer's camera in the conference window, along with your name underneath. Once the applicant joins (by clicking the link provided them via email and/or text message), their camera feed appears in the main part of the window.

Note: *First-time users of video conferencing may be presented with a notification from the browser asking for permission to access the camera and microphone of the computer.*

Additional attendees can also join sessions with the applicant. Simply share the website address of the detail page for the applicant, and new attendees are automatically entered into the conference. These attendees are displayed under the main interview window.

Video interview sessions are limited to one (1) applicant and five (5) interviewers.
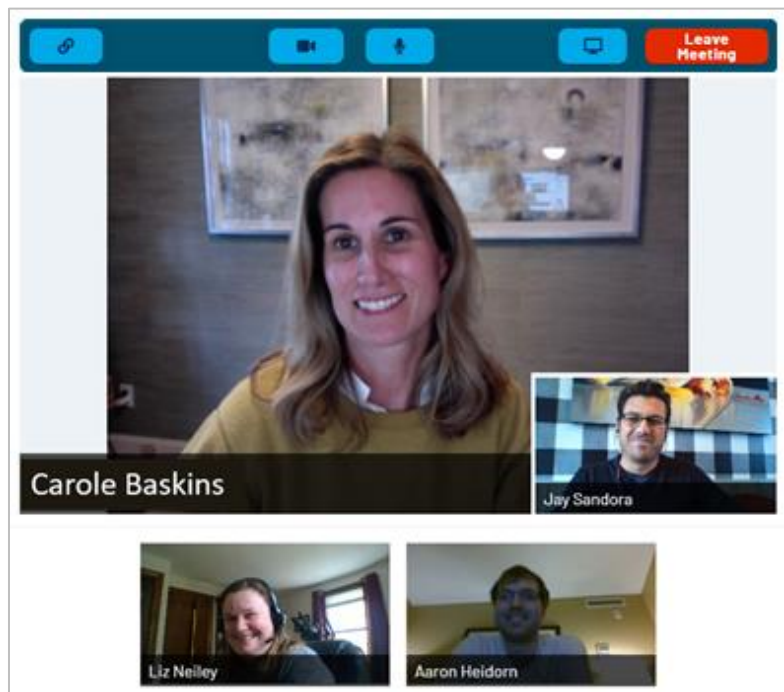
The Fine Print

Nothing to worry about, just some additional details you should be aware of regarding this feature.

- Microsoft's Internet Explorer browser is not supported for video conferencing. Additionally, the Samsung internet platform is not supported for mobile access. Using the Google Chrome browser on any device is supported.

- Video conferencing invitations can be sent by text message only if your Hiring System solution is set up with texting and the applicant has agreed to receive text messages.

- To activate this feature in your organization, please reach out to a HealthcareSource Support specialist by emailing **support@healthcaresource.com**.