

Feature Overview

Video Conferencing

External forces tend to complicate even the best-laid plans. Between remote teams, meeting room reservations falling through, and candidates travelling in from long distances, all present their own challenges when scheduling in-person meetings. Video conferences simplify this task by enabling you to connect face-to-face online, saving time and avoiding many of the hassles inherent with on-site scheduling.

What is it exactly?

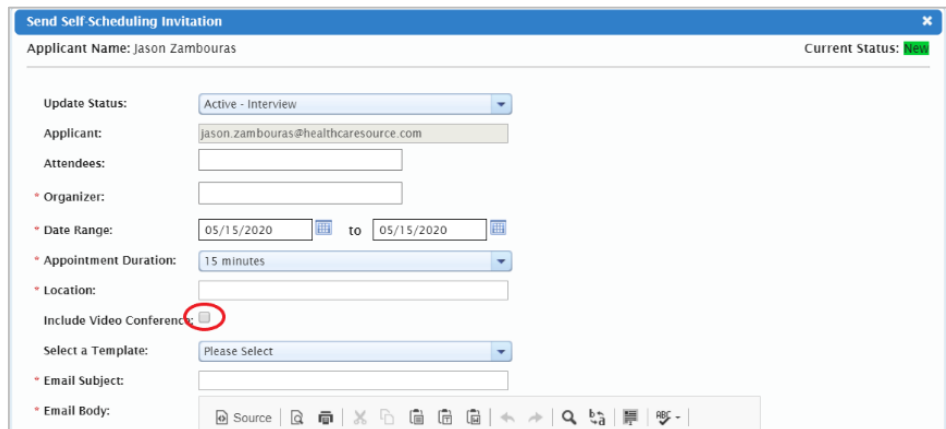
Video conferencing provides a way to meet virtually with applicants and colleagues in a live, online format, using any desktop or mobile device. This allows you to meet face-to-face despite many issues that could otherwise prevent in-person meetings.

These sessions can be conducted as one-on-one interviews or as a group meetings. Conveniently, the video conferencing platform doesn't require any extra plug-ins or software installations, making it much easier for attendees to access with a wide variety of devices – even mobile phones and tablets.



How do I use it?

Video conferences are offered to candidates by selecting the new **Include Video Conference** option in the *Send Self-Scheduling Invitation* pop-up in symplr Recruiting. Selecting this option when sending an invitation automatically includes a link for the video conference in the email that is sent to the applicant.



Send Self-Scheduling Invitation Current Status: ●

Applicant Name: Jason Zambouras

Update Status:

Applicant:

Attendees:

* Organizer:

* Date Range: to

* Appointment Duration:

* Location:

Include Video Conference:

Select a Template:

* Email Subject:

* Email Body:

After the applicant schedules their interview time, the link is distributed to all involved parties via the *Schedule Confirmation* email. When it's interview time, clicking the link opens the video conference in your browser.



Note: You may be presented with a notification from your browser asking for permission to access the camera and microphone of your computer.

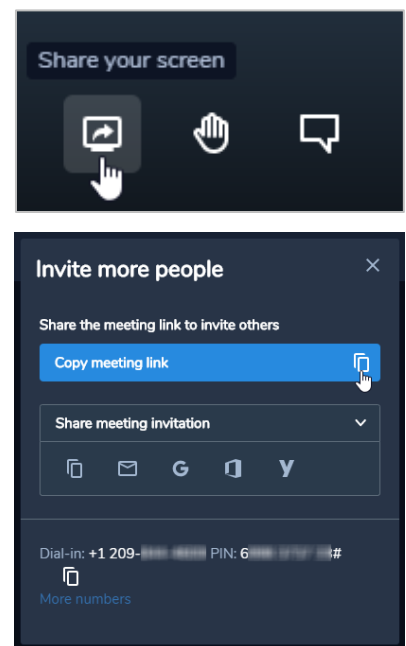
When the applicant joins, their video feed takes the main part of the display, with the interviewer(s) appearing in smaller views off to the side. If you prefer to give equal screen space to everyone, selecting the **Tile View** option arranges the participants' feeds into a grid layout.

Using the icons in the lower-left corner, you can share important visual data displaying on your screen, "raise your hand" when you have something to say, or open a chat window to communicate in written form. Additional menus in the lower-right area include security and password features, audio and video quality settings, mute options, and more.

Additional attendees can be invited at any point during the conference. Selecting the **Invite People** icon opens a window where you can copy a link for the meeting and share it via email. Upon clicking it, they'll join the call from their own device.

Note: For best performance, it is recommended to keep video conferences limited to one (1) applicant and five (5) interviewers.

Once the conference has finished, clicking the red **End Call** button concludes the meeting.



The Fine Print

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

- The **Interview Self-Scheduling** feature is required in order to utilize video conferencing.
- Using the Google Chrome browser on any device is recommended.
- When using video conferencing for the first time, you must allow access to your device's microphone and camera when prompted. You may also be prompted to install a browser extension for Outlook access; however, this extension is *not* required.
- To activate this feature in your organization, please reach out to a symplr support specialist by calling (866) 323-3030 or emailing talentsupport@symplr.com.