Zoom integration

Please follow the instructions step by step to easily connect your Zoom account to **Superworks** to generate a Zoom link for each video interview that you schedule.

Step 1 : Login to Superworks web portal

Visit <u>https://account.superworks.com/login</u> & login to our web portal with your credentials.

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weicome to Super works		
Connecting People. Optimizing Process. Enhancing Perfomance.	gn In Your Account Icome Back! Please Sign In to access Superworks.	
	mail Address / Employee Code *	
	Forgot Password	
	Don't have an account? Sign Up	
Core Values		
Working Everyday Towards Perfection Grow Consistently Every Day Inspiring Teams To Build The Best Creating Value Adding Services	Copyright © 2020-2023 Superworks Company. All rights reserved.	

Step 2 : Select the Organization & tool

Here now select the organization tool, we have to select "Recruit" and click on Next button. You will be redirected to the Recruit dashboard.

← → C ■ account.superworks.com/workspace	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)
\$	
Welcome to Superworks	Select Organization
Connecting People. Optimizing Process. Enhancing Perfomance.	You are a part of following organizations. Select the organization and Superworks product which you wish to access now.
	UBS DEMO
	Super HRMS Super Chot Super PMS Payroll Survey
	Next
Core Values	
Working Everyday Towards Perfection Grow Consistently Every Day Inspiring Teams To Build The Best Grow Consistently Value Adding Services	Convribit © 2020-2023 Supervaries Company. All rights reserved.

Step 3 : Setting up the Integration

1. To enable this integration, look for the "**Settings**" from the menu given on left hand side. Now click on "**Settings**" it will prompt you sub menus.

`	Dashboard	C	L Search for Menu		
Dashboard	Hi, UBS AUDIENCE Let's Manage jobs and candidates in one touch			+ Add Job	2. Add Condidate
Jobs	Active Jobs 1	Active Candidates	2	Scheduled Interviews	
	Latest Job Openings		Latest Candidates Apply		
Cundidates	Human Resource Surat	Openings 5	test candidate Human Resource		Sourcing
Interviews Q Requisitions					
Reports	Request For Review		Pending Evaluation		
Settings					
`	No data to display		N	No data to display	

2. On the Sub-menu of **"Settings"**, Now clicks on **"Integration**", Here you see list of integration available in our web portal. and choose **Connect** for **Zoom**.

нт	Settings / Integration	Q Search for Menu	2. 🗭
2	Company Settings	Integration	
Jobs	Notification	Active and invited memoers of the recruitment team of the current company account.	
Landidates	Integration	G Google	Connect
	Audit Logs		
Reminder	Disqualify Reasons		
!!!	Tags And Sources	Coom	Connect
Interviews	Job Detail And Company Perk		
e	Pipeline Templates		
Requisitions	Custom Fields		
2 Employee	Email Templates		
m	Evaluation Forms		
Reports	Questionnaires		
•	Screening Questions		
Settings	Job Templates		
	Job ID		
HV	Job Title		

3. When you click on Connect Infront of Zoom, You will be redirected to Sign in to your Zoom account.

нт	Settings / Integration	Q	earch for Menu	1 2 4
	Company Settings	Integration Active and invited members of the recruitment team	of the surgest emprous account	
Dashboard	Notification	Active and invited members of the recruitment team	or the current company account.	
Jobs	Integration	G Google	Image: Sign In - Zoom - Google Chrome — — X image: Sign In 7_x_rm_traid=gDudCtHpS9aLwI3VAH7ukw.16783503525	Connect
	Audit Logs		ZOOM Sign Up English ~	
2 Candidates	Disqualify Reasons			
ø	Tags And Sources	Zoom		Connect
Reminder	Job Detail And Company Perk			
曲	Pipeline Templates		1	
Interviews	Custom Fields		Email Address	
Q Requisitions	Email Templates			
	Evaluation Forms		Password	
Employee	Questionnaires		Forgot password? Help 🖸	
	Screening Questions		Sign In	
Reports	Job Templates		By signing in, I agree to the Zoom's Privacy Statement and Terms of Service.	
	Job ID		Stay signed in	
HV	Job Title		,	

Note: One Zoom account can only start one meeting at a time. The integrated account therefore must be **a Zoom organization administrator** to allow **Superworks** to create meetings behalf of you.

4. On successful sign in it will prompt you to Authorize the connection of your Superworks and Zoom account. Click on allow and proced.
Update: (This is our old OAuth Content Screen for UBS, as we are rebranding our product it will shows to user with our new app name "Superworks" & logo)

	You are about to add UBS BETA	
•	Note	
:	 App can access and manage this information even when not using the app. This app may enable an in-meeting notification to participants if the app is used to access real-time video, audio, chat, or meeting files. Learn more 	
Арр	can view information	
Asso	ciated with your account and others you're allowed to access	
ŝ	Settings >	
R	Profile & Contact Information >	
Ö	Calendars >	
Asso	ciated with your account_others you're allowed to access_and others included in that	
By clicking time in My	g Allow, you give permission to this app to use your information in accordance . You can remove this app at Allow Decline	any

- 5. Here Superworks Require two permissions to allow from you which is
- 1) View all user information.
- 2) View and manage all user meetings.

Note: By allowing this permission you are giving access to Superworks app to create and manage all your meetings on your behalf and it will make hiring process easy for you.

Step 4 : Superworks and Zoom are now connected.

After allowing permission the authentication will be successful and the Zoom prompt was close and you can see the **connect** button will turn in a **remove** button. Which state that your integration is successful.

НТ	Settings / Integration	Q Search for Menu	1 2 🗭
	Company Settings	Integration	
Dashboard	Notification	Active and invited memoers of the recontinent team of the current company account.	
Dobs 2	Integration	G Google	Connect
	Audit Logs		
Landidates	Disqualify Reasons		
œ	Tags And Sources	Zoom	Remove
Reminder	Job Detail And Company Perk		
	Pipeline Templates		
Interviews	Custom Fields		
Q Requisitions	Email Templates		
•	Evaluation Forms		
Employee	Questionnaires		
D	Screening Questions		
Reports	Job Templates		
	Job ID		
HV	Job Title		

Step 5 : Scheduling a video interview with Zoom



Select Zoom as the Interview type when scheduling interview.

Step 6 : Select a Zoom event host

Pick someone from your Zoom organization account to be the host of the Zoom meeting.

Note: One Zoom account can only start/host one meeting at a time. The integrated account therefore must be a **Zoom organization administrator** to allow Superworks **to create meetings hosted** by any **Zoom organization member**.

Schedule Interview		×
Candidate *	✓ Interview Type *	~
Zoom Event Host *		~
Owner		
Chiron Modi		
Sani Trivedi		
Bhavin Patel		
Hiren vasoya		
Karan Rana		
Nivedh Kantharia		1
Kishan Bhatt		
Akash Italiya		
Naresh Khokhaneshiya		
Minutes	~	

Step 7 : Fill all necessary details

After selecting a interview type "**Zoom**" and event host, fill all necessary details which is require like select a candidate by searching it name. select interview date and time. Add description of the interview and finally select a interviewer by searching it name.

After all that fill up click on save button, which will trigger a Zoom API call and generate a Zoom join link for this interview for given date and time.

Schedule Interview		1	×
Candidate *	× ~	Zoom	~
Owner			~
Select Date 15/03/23 5:00 PM		Total Duration *	
Add a note			
This note will visible to the candido	ate		
Wanted to attach candido	ate basic informati	ion or not?	
Candidate & Interviewer reminder b interview	efore start the	10	
Minutes	~		
🗸 Sent Email 🚯			
Interviewer			
Add Interviewer			
Evaluation			
+ Request evaluation			
			Ļ
		Cancel	Save

After completing backend process, a toast notification will arrive that say interview added successfully.

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← → C	recruit.artoon.in/bPofRU9xE/interviews							le ★ 1	🖣 🗖 🔕 E
HT	Interviews		Q Search	for Menu				Successful!	
	1 Interviews		Q Search	Dote All Candidate	∼ Interv	iewer ~	InterviewType	V Status	y.
Dashboard	Candidate Name	Job Title	Interview Type	Date	Time	Interviewer	Location	Status	Actions
Jobs	This Week								
	🕐 Tushar Vasoya	Sales	Zoom	09 Mar, 2023	10:00 AM	60	Surat	Pending	
Candidates									

Step 6 : View Interview details

Interviewers can find this link in the interview information page by click on Action and then view in sub menu will open interview details page with Zoom meeting link.

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← → C	Frecruit.artoon.in/bPofRU9xE/interviews						년 ☆ 🏞 I	I 🔥 🗄
HT	Interviews		Q Sear	ch for Menu			View Interview	×
Dashboard	1 Interviews		Q Search	🛍 Date	 ✓ Inte 	rviewer 🗸	tushar vasoya surat & 8899889988 Pending	
	Candidate Name	Job Title	Interview Type	Date	Time	Interviewer	🛗 09 Mar, 2023 😈 10:00 AM - 11:00 AM (01 H : 00 M)	
Jobs	This Week						Scheduled by	
	🐨 Tushar Vasoya	Sales	Zoom	09 Mar, 2023	10:00 AM	•	Interviewer	
Candidates							Job Title	
Ö							Sales	1
Reminder							Zoom	
the state of the s							Zoom Link Information: Link: https://us05web.zoom.us///82024721309? pwd=RWpWU0x6dnhvQnArcDR5RzNwdDR3QT09	
e							Meeting ID: 82024721309 Passcode: WDTK7L	
Requisitions							Internal Note 1st Interview technical round.	
Employee								-
Reports								
HV								

Removing the integration

If you want to disable the integration, you can do this within superworks or Zoom.

In Superworks

- Go to <u>Settings > Integration</u> and search for Zoom Integration. In front of the Zoom logo there is **Remove** Button, click on it to remove Zoom Integration.
- 2. It will ask for Confirmation, click on **Confirm** to proceed.



In Zoom

- 1. Go to My Account > Advanced > App Marketplace
- In the Marketplace, go to Manage > Installed Apps > Apps in Production.
- 3. Now search for the **Superworks** and Infront of that there is **Remove** button. Click on it for proceed.

C a marketplace.zoom.us/user/installed							
ZOOM App Marketplace				Q Search a published app Deve	lop 🖌 Manage 🍟		
PERSONAL APP MANAGEMENT	Added Apps				Q Search		
Added Apps	Apps in Production Apps in Development						
Call Logs	Added OAuth apps that use the production cr	edentials to access Zoom	APIs				
ADMIN APP MANAGEMENT	Name	App Info	Added by	Shared Access Permissions			
Apps on Account	Ultimate Business Systems	Account Level Unpublished	Myself Subscribed Today 06:21 PM	Not Applicable	Remove		
App Requests				l			
Permissions							

Meeting password protection

To ensure your Zoom meetings are password protected, please enable and lock the *Meeting passcode* setting in your <u>Zoom Account Settings</u>.

Meeting Passcode

All instant, and scheduled meetings that users can join via client, or room systems will be passcode-protected. The Personal Meeting ID (PMI) meetings are not included.

You can also enable *Embed password in meeting link for one-click join* to make sure the password is included in your Zoom link.

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Make sure these settings are locked company-wide in order to avoid your meeting not being password protected.



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Zoom <> Superworks Integration limitations

Our Zoom integration supports Zoom users on any plan, however, if you are on Zoom's basic plan, its limitations still apply. Thus, if you integrate an account on the basic plan, meetings of two or more people have a time limit of 40 minutes. Also, all team members in your organization would have to have access to this integrated account to schedule an interview.

Contact Support

You can contact our support team via chat or <u>email</u> and will receive initial responses within one business day.