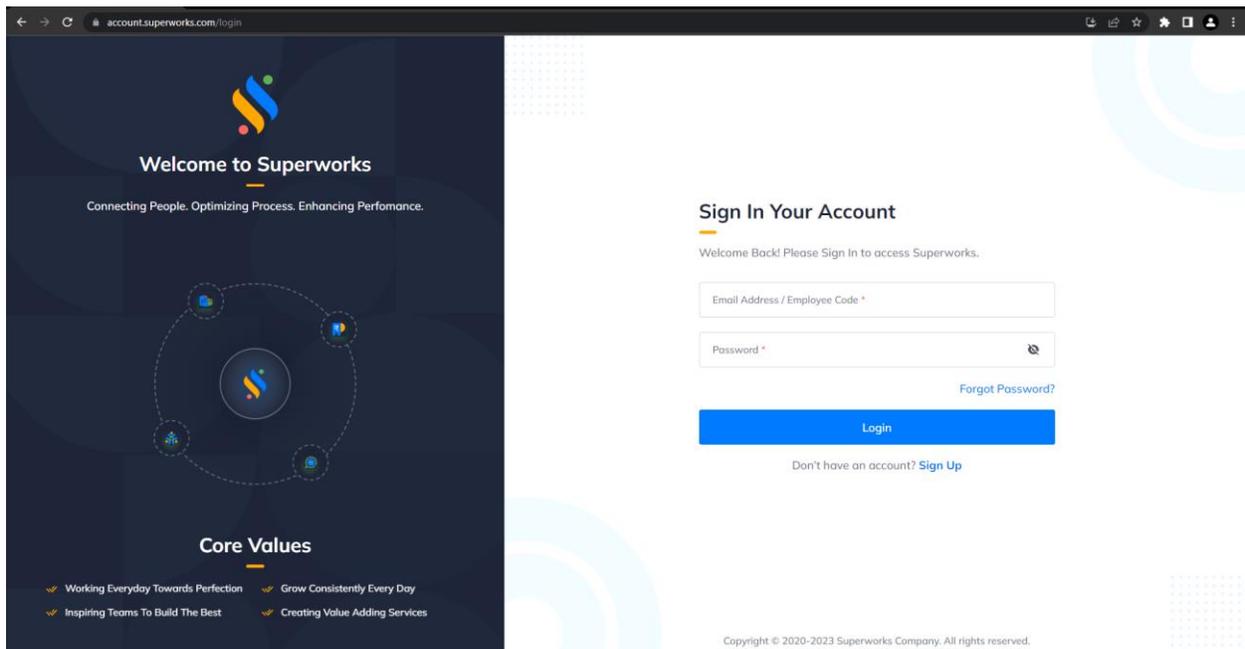


Zoom integration

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.

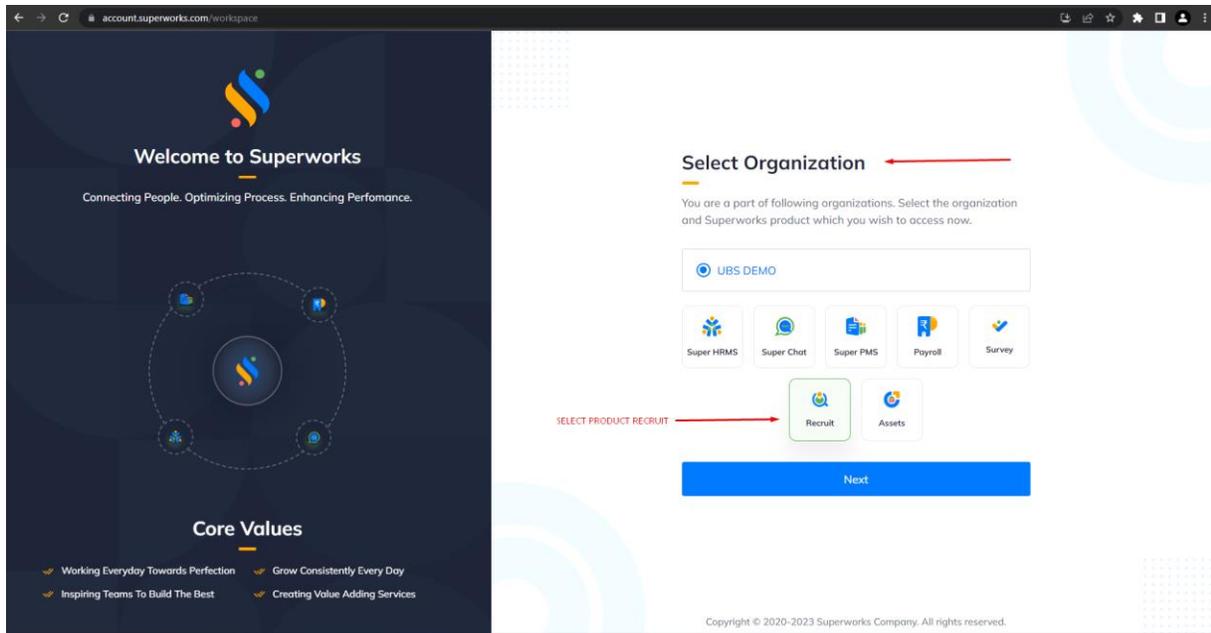
Step 1 : Login to Superworks web portal

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



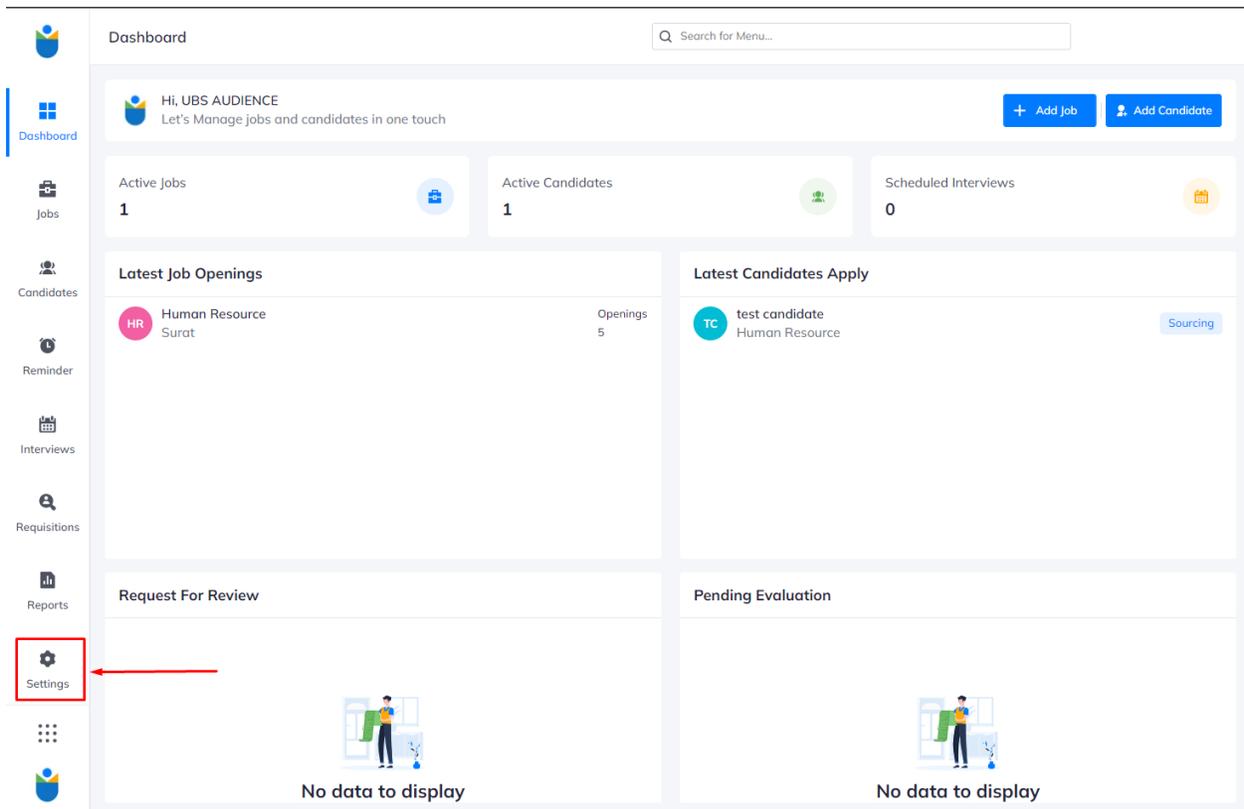
Step 2 : Select the Organization & tool

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

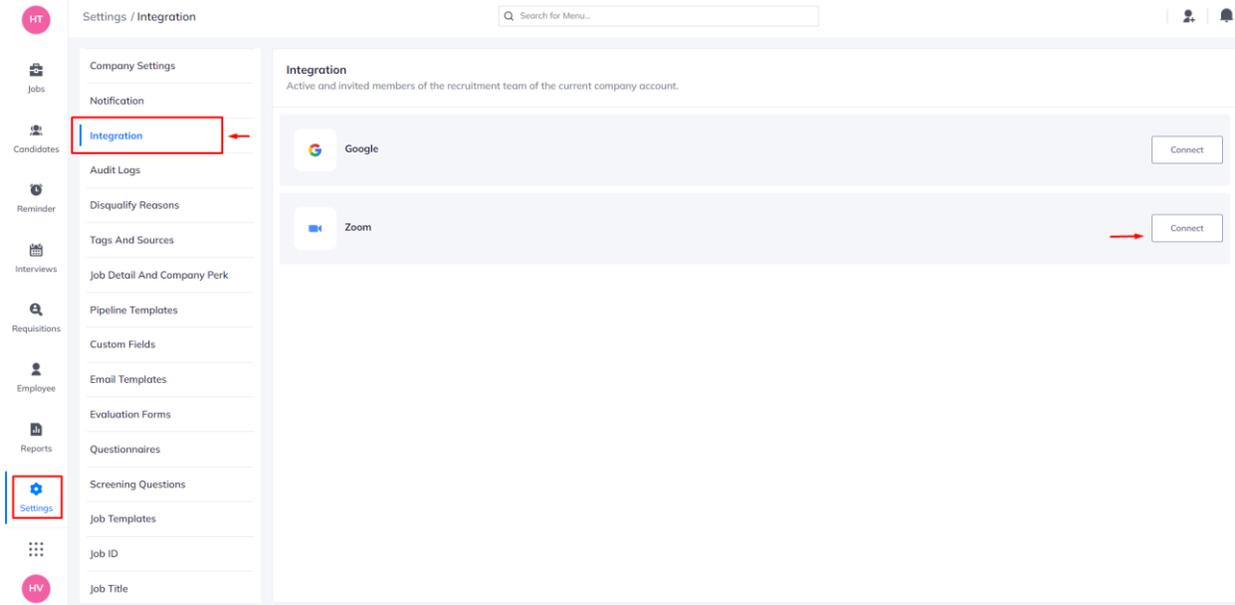


Step 3 : Setting up the Integration

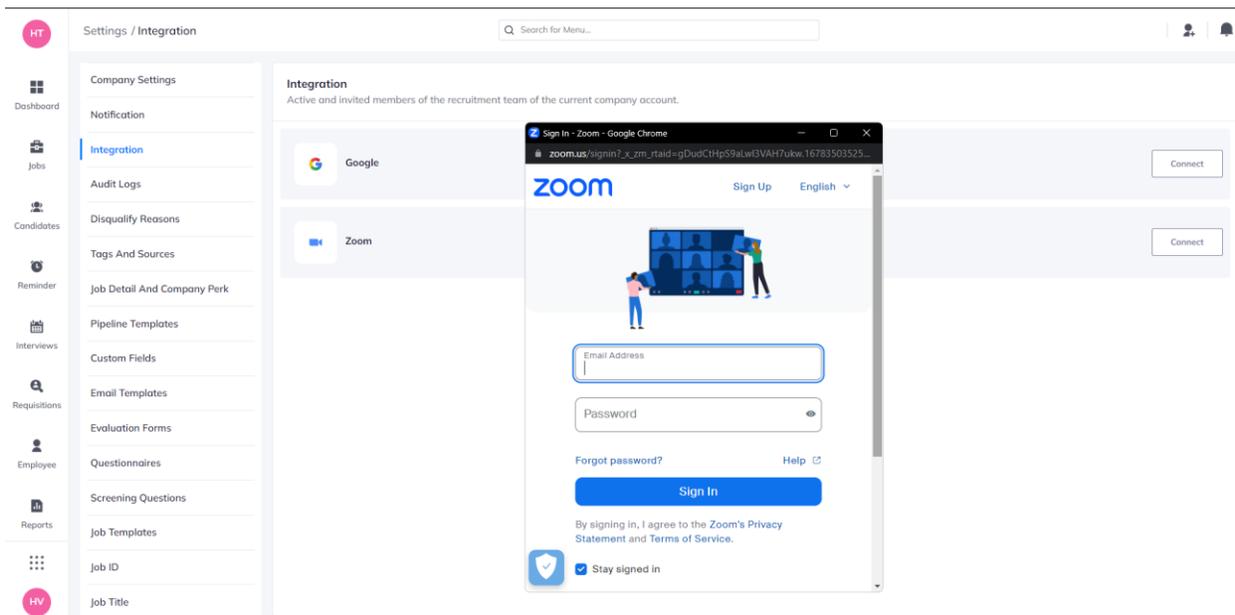
1. To enable this integration, look for the “**Settings**” from the menu given on left hand side. Now click on “**Settings**” it will prompt you sub menus.



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**.



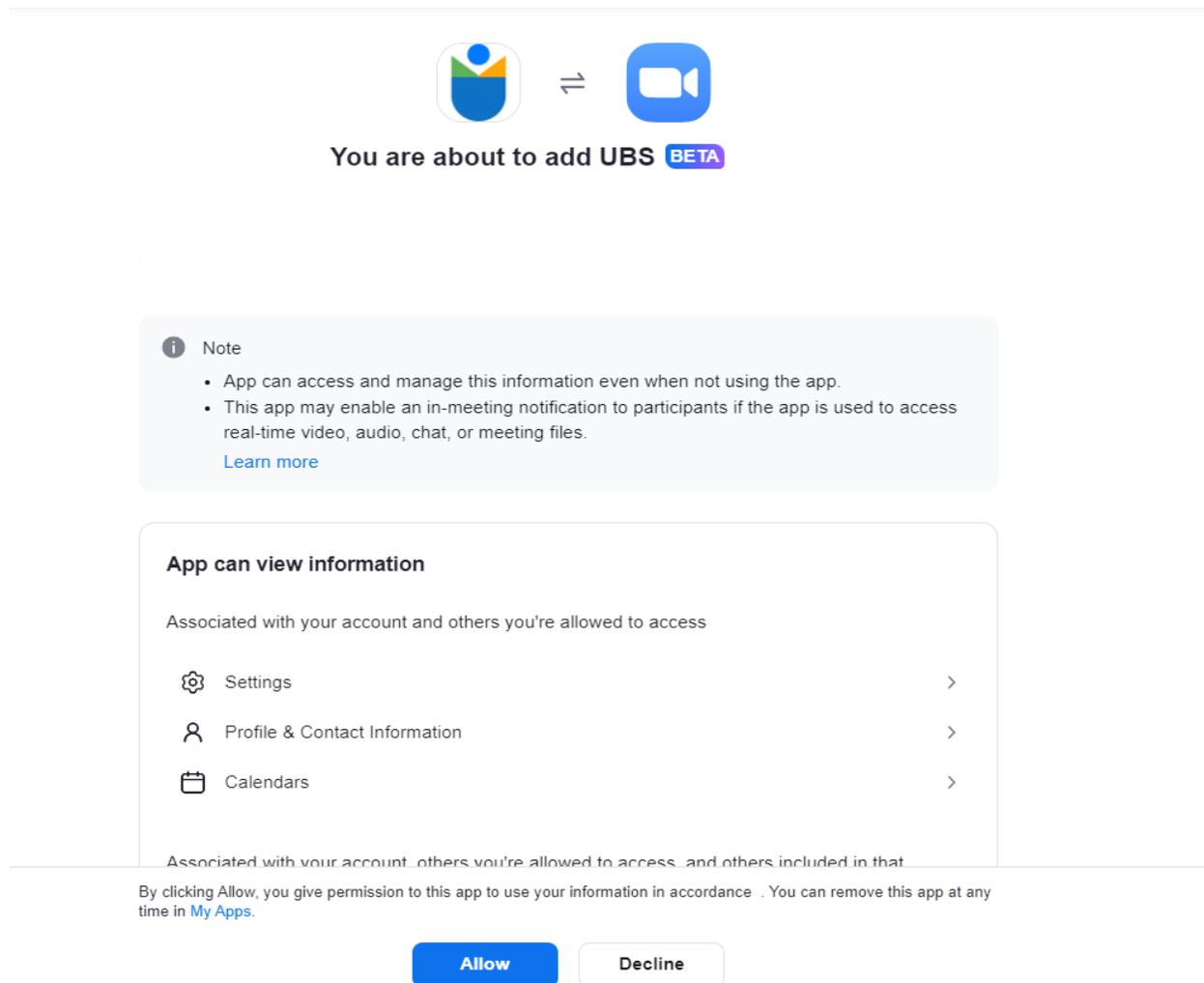
3. When you click on Connect Infront of Zoom, You will be redirected to Sign in to your Zoom account.



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 proceed.

Update: (This is our old OAuth Content Screen for UBS, as we are rebranding our product it will show to user with our new app name “**Superworks**” & logo)

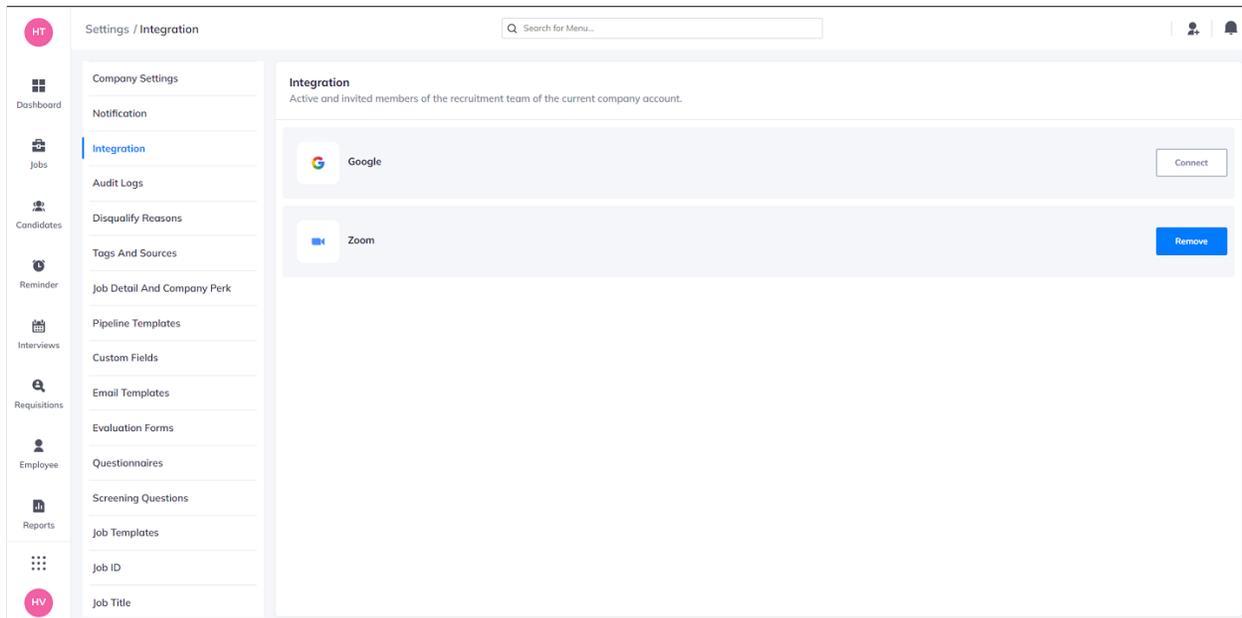


5. Here Superworks Require two permissions to allow from you which is
1) View all user information.
2) View and manage all user meetings.

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.

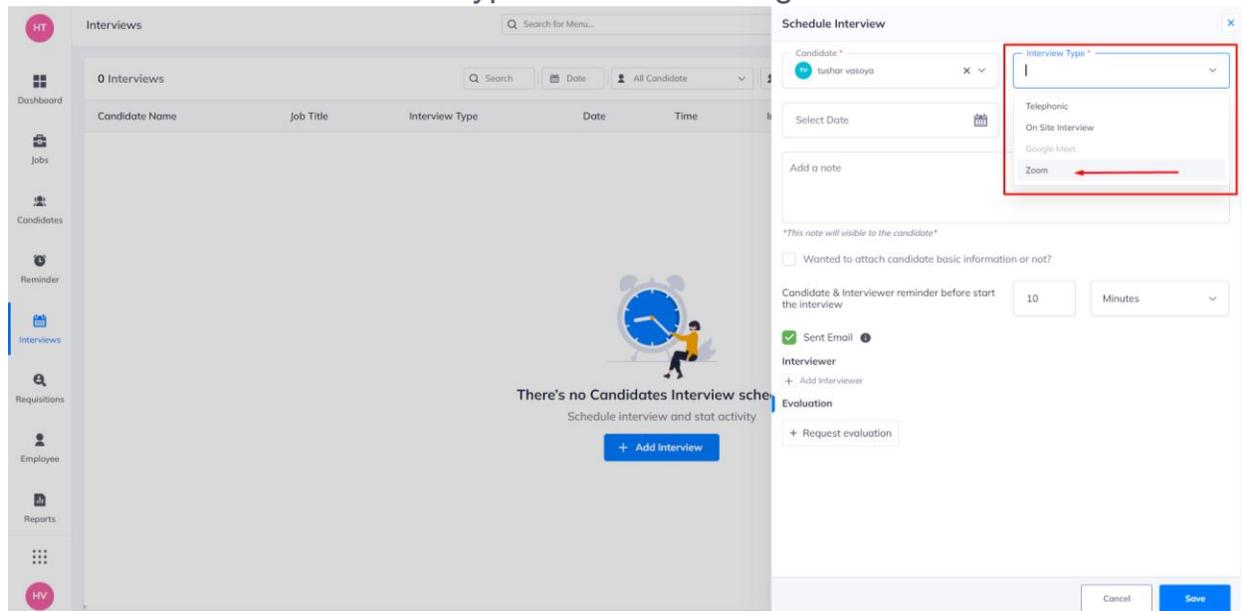
Step 4 : Superworks and Zoom are now connected.

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.



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

Zoom Event Host * ▼

- Owner
- Chiron Modi
- Sani Trivedi
- Bhavin Patel
- Hiren vasoya
- Karan Rana
- Nivedh Kantharia
- 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



Candidate *

 Rohit Khokhar



Interview Type *

Zoom



Zoom Event Host *

Owner



Select Date

15/03/23 5:00 PM



Total Duration *

0 H : 30 M

Add a note

This note will visible to the candidate

Wanted to attach candidate basic information or not?

Candidate & Interviewer reminder before start the interview

10

Minutes



Sent Email 

Interviewer



Add Interviewer

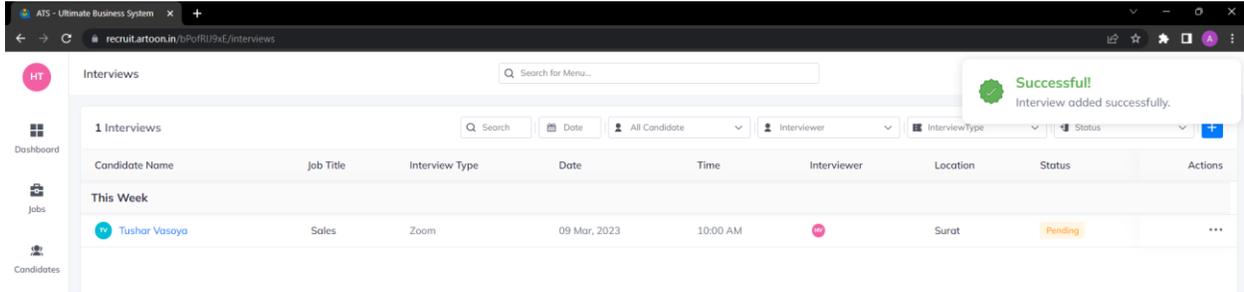
Evaluation

+ Request evaluation

Cancel

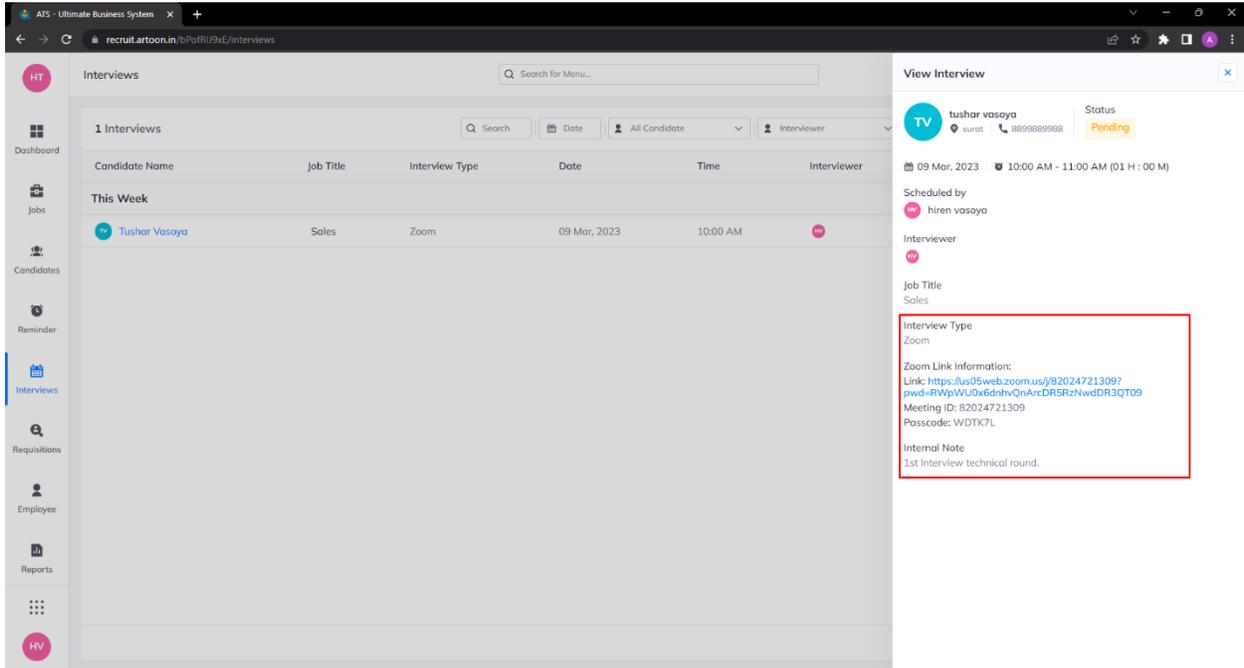
Save

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



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.

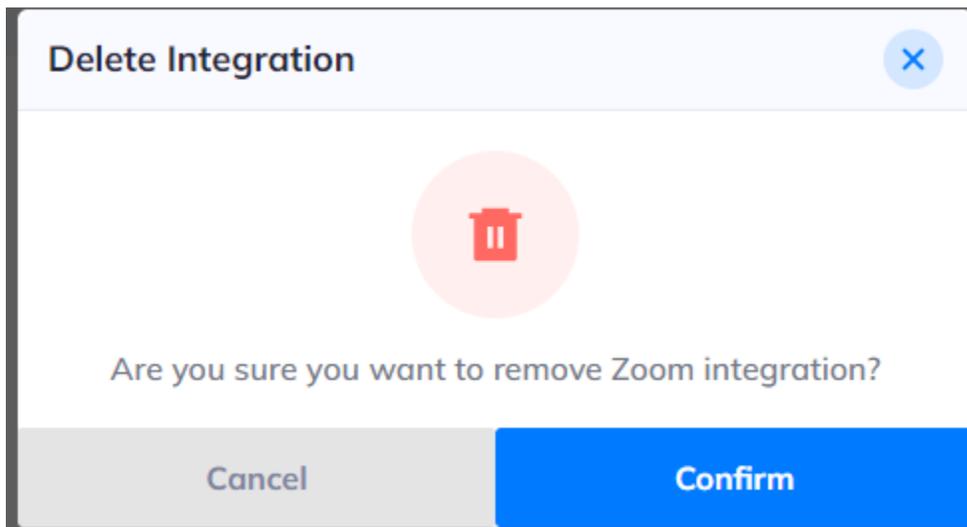


Removing the integration

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

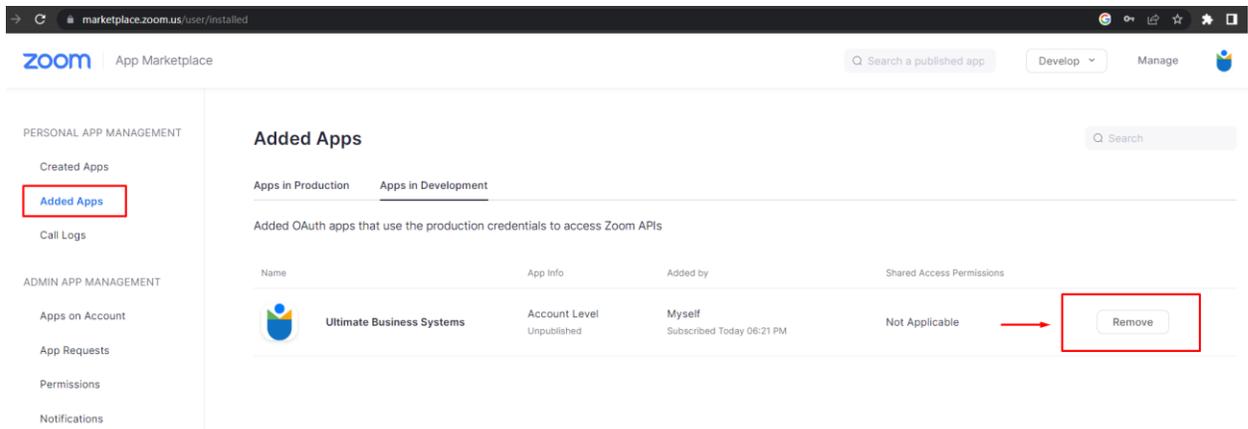
In Superworks

1. Go to **Settings > Integration** 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**
2. 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.



Meeting password protection

To ensure your Zoom meetings are password protected, please enable and lock the *Meeting passcode* setting in your [Zoom Account Settings](#).

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.

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 [email](#) and will receive initial responses within one business day.