



**CUA Law's OCI - 2022 Fall Recruiting Program**  
**Instructions for Zoom Breakout Room Interviews**  
For Full- or Half-Day Session

The CUA Law Assistant Director of Legal Recruitment (CUA Law) is available to act as Zoom meeting host and coordinator. Prior to the interview, CUA Law creates one Zoom link. CUA Law sends your office a calendar invite with the Zoom link. CUA Law sends students separate calendar invites. CUA Law admits interviewers from the Waiting Room and invites them into the Breakout Room. CUA Law remains in Zoom to assist students. CUA Law sees when students leave the Breakout Room and puts the next student in. After the final interview, please return to the main Zoom meeting room to conclude the program with CUA Law. Thank you!

CUA Law asks that a mobile number and email address are shared a day in advance so that CUA Law may communicate with the appropriate contact in case of any issues.

Your office may request captions during the Zoom interview. Please email [jobs@cua.edu](mailto:jobs@cua.edu) with at least 24 hours' notice to make this request.

**Approximately one week before interviews**

- CUA Law will submit the interview schedule
- CUA Law will send a calendar invite with the Zoom link

**The day of interviews**

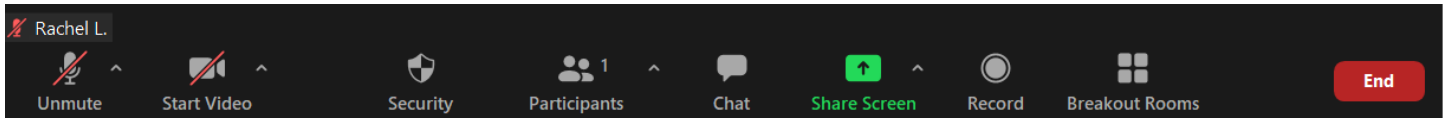
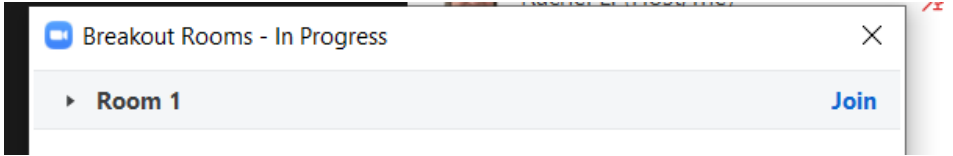
- The interviewer(s) should sign into Zoom 15 minutes early, to ensure no technical difficulties

**Virtual Interview Suite: The Waiting Room**

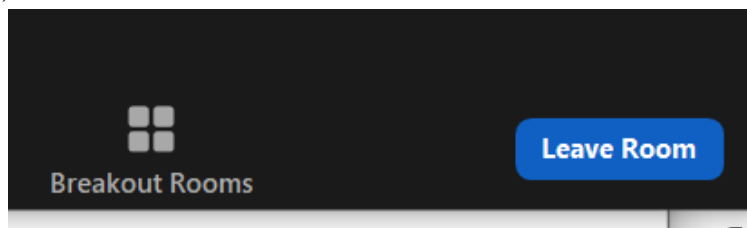
1. When the interviewer(s) joins the meeting, they are placed in the Zoom Waiting Room. CUA Law will admit them into Zoom as soon as possible.
2. When the student joins the meeting, they are placed in the Zoom Waiting Room. CUA Law will admit them into Zoom as soon as possible. While in the Waiting Room, or main Zoom meeting room, students cannot see or hear anyone in the Breakout Room.

## Virtual Interview Suite: The Breakout Room

1. The interviewer(s) will receive an invitation to enter the Breakout Room on the Zoom screen. If the invitation does not appear, the interviewer(s) may click on the “Breakout Rooms” button at the bottom of the Zoom screen. If the box is not visible, hover over the bottom of the Zoom screen. This should pull up a separate box which will display the Zoom index of controls.



2. The interviewer(s) remain in the Zoom Breakout room for the duration of the interview period.
3. The interviewer(s) have scheduled breaks during the interview program. For a break, the interviewer(s) should not leave the Breakout Room. The interviewer(s) should mute and stop video during breaks. Upon returning, unmute and restart video.
4. When a student interview is over, the student will see a button on the screen to leave the meeting.
5. CUA Law will be able to see that the first student has left and will admit the next student.
6. CUA Law may send a message to the Breakout Room at the one-minute warning. CUA Law asks that interviewer(s) be aware of the student interview schedule and stop each student interview promptly at the scheduled time. Students also have classes, clinic, internships, and other interviews.
7. The interviewer(s) cannot respond to messages from the Breakout Room but can rejoin the main Zoom meeting room at any point if they need to communicate with CUA Law.
8. To leave the Breakout Room after interviews are complete, click the “Leave Room” button at the bottom right of the Zoom screen. Upon clicking the “Leave Room” button, please then click “Leave Breakout Room”. Do not leave the meeting until all interviews have concluded and the interviewer(s) has met with CUA Law.



## Troubleshooting

- If a student accidentally leaves the interview, they can rejoin by clicking the Zoom link in their calendar invite.
- If 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 CUA Law. 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! Email Rachel Lawrence, CUA Law Assistant Director of Legal Recruitment Manager at [lawrencera@law.edu](mailto:lawrencera@law.edu) or call 202-319-6239 (direct) with any questions.**

**Happy interviewing!**