

Greenhouse video conferencing integration settings guide

Zoom, Google Meet, Microsoft Teams

greenhouse



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About this guide

This guide provides an overview of key settings and topics to navigate the integration experience with Zoom, Google Meet, and Microsoft Teams.

Topics covered include default integration behavior, as well as a survey of settings to consider as part of the video conferencing experience. These additional settings are managed outside of Greenhouse in your video conferencing tool, typically by the administrator for that tool.

The settings mentioned in this resource do not constitute an exhaustive list. We encourage you to consult this guide as a starting point to engage with additional features and guidance available to you from your video conferencing provider.



Zoom

About Zoom

Greenhouse Recruiting and Zoom have created an integration so you can add Zoom links to interviews directly within Greenhouse Recruiting as part of your scheduling workflow.

Website: zoom.us

Default integration behavior

If you're new to using the Zoom integration with Greenhouse, please reference our [support article](#) before continuing. The article provides detailed instructions on how to enable and use the integration.

Scheduling a single interview

A unique Zoom meeting ID will be generated for the scheduled interview.

Scheduling multiple interviews with "schedule all"

A single Zoom conferencing link is generated and shared across all interviews scheduled as part of the current interview stage*

*See "Considerations for remote onsite interviews" on page 6 for more context and an alternative approach.



Zoom

Settings to be aware of that impact the integration

Enabling the integration

The Zoom integration can only be enabled by a Greenhouse user who is also a Zoom admin. In case this user loses their Zoom admin access, or leaves the organization, the Zoom integration will need to be reconnected by a new Zoom admin.

Review [this article](#) in Zoom's help center for more information on user roles and access in Zoom

Standard settings (these cannot be edited at this time)

All Zoom meeting IDs are generated randomly; it is not possible to use a personal meeting ID.

All Zoom meeting IDs generated through the integration will include a password.

When using the integration

All Zoom meetings scheduled through Greenhouse will also respect the settings and features associated with your Zoom account type and user profile.

Consult [this article](#) in Zoom's support center for further guidance.

The host's Zoom settings determine if the candidate can join the meeting before the host.

Check [this article](#) in Zoom's support center for more information.

Zoom

Considerations for remote onsite interviews

Schedule all interviews via “schedule all”, then assign the candidate as the host once the interview begins in Zoom.

This allows employees to join and exit the room at their designated times.

It also provides a simplified candidate experience and facilitates breaks throughout the interview process. The candidate will be able to use the same Zoom link even if the round is being conducted over multiple days.

Please note: If the original host (the host first assigned in Greenhouse) has a free or basic user license, the meeting will be limited to 40 min. Review [this article](#) in Zoom’s help center for more information on assigning a host.

OR

If your team prefers to use unique meeting links for each individual interview

Schedule all interviews via “schedule all”, without the Zoom integration

Generate a Zoom link for each interview from the invite directly on your calendar. Make sure to send updates to all attendees after adding the link.

Please note: interviews scheduled with a copied and pasted meeting link will not display the Zoom logo on the candidate profile in Greenhouse.



Google Meet

About Google Meet

Greenhouse Recruiting's integration with Google Meet allows organizations scheduling with Google Calendar to generate a Google Meet video conferencing link during the standard interview scheduling process.

Website: <https://workspace.google.com/products/meet/>

Default integration behavior

If you're new to using the Google Meet integration with Greenhouse, please reference our [support article](#) before continuing. The article provides detailed instructions on how to enable and use the integration.

Scheduling a single interview

A unique Google Meet conferencing link will be generated for the scheduled interview.

Scheduling multiple interviews with "schedule all"

A single Google Meet conferencing link is generated and shared across all interviews scheduled as part of the current interview stage.*

*See "Considerations for remote onsite interviews" on page 9 for an alternative approach.



Google Meet

Settings to be aware of that impact the integration

Enabling the integration

Your organization must support Google Meet in its Google Calendar configuration.

This is maintained by your Google Workspace administrator; review [this article](#) in Google's support center for more information.

The user scheduling the interview must have the Google Calendar integration enabled.

Please reference our [support article](#) on how to enable the integration.

When using the integration

All Google Meet meetings scheduled through Greenhouse will also respect the settings and features associated with your Google Workspace settings.

Consult [this article](#) in Google's support center for further guidance.

In case you choose the Open in Google option to complete the scheduling step, Google Meet conferencing links may not be added automatically to the interview invitation.

This behavior can be influenced by the "Automatically add Google Meet video conferences to events I create" setting; consult [this article](#) in Google's support center for more information.

Google Meet

Considerations for remote onsite interviews

Using unique meeting links for each individual scheduled interview

The Google Meet integration does not allow for unique meeting links for each individual interview when using “schedule all” for multiple events.

If your team prefers to use unique meeting links for each individual interview, you may wish to pursue one of the following approaches:

Schedule each individual interview with the Google Meet integration separately.

OR

Schedule all interviews via “schedule all”, without the Google Meet integration

Generate a Google Meet link for each interview from the invite directly on your Google Calendar; make sure to send updates to all attendees after adding the link.



Microsoft Teams

About Microsoft Teams

Greenhouse Recruiting's integration with Microsoft Teams allows organizations scheduling with Outlook 365 to generate a Microsoft Teams video conferencing link during the standard interview scheduling process.

Website:

<https://www.microsoft.com/en-us/microsoft-teams/group-chat-software>

Default integration behavior

If you're new to using the Microsoft Teams integration with Greenhouse, please reference our [support article](#) before continuing. The article provides detailed instructions on how to enable and use the integration.

Scheduling a single interview

A unique Microsoft Teams conferencing link will be generated for the scheduled interview.

Scheduling multiple interviews with "schedule all"

A unique Microsoft Teams conferencing link is generated for every single interview scheduled as part of the current interview stage.*

*See "Considerations for remote onsite interviews" on page 12 for an alternative approach.



Microsoft Teams

Settings to be aware of that impact the integration

Enabling the integration

Your organization must support Microsoft Teams in its Outlook 365 configuration.

This is maintained by your Outlook 365 administrator; review [this article](#) in Microsoft's support center for more information.

The user scheduling the interview must have the Outlook 365 integration enabled.

Please reference our [support article](#) on how to enable the integration.

When using the integration

All Microsoft Teams meetings scheduled through Greenhouse will also respect the settings and features associated with your Outlook 365 and/or Microsoft 365 settings.

Consult [this article](#) in Microsoft's support center for further guidance.

Microsoft Teams

Considerations for remote onsite interviews

Using unique meeting links for each individual scheduled interview

The Microsoft Teams integration does not allow one meeting link for multiple events.

If your team prefers to use a single meeting link across multiple interviews, you may wish to pursue the following approach:

Schedule one interview with the Microsoft Teams integration

Copy the generated meeting link from this first interview

Manually paste the copied meeting link into the body of each additional interview as you schedule through your typical workflow.

Please note: interviews scheduled with a copied and pasted meeting link will not display the Microsoft Teams logo on the candidate profile in Greenhouse.

