How To Deal With Interview Scheduling & Multi-Location Meeting Conflicts

It’s really great to see and to finally meet you!

We are a society that will spend a great deal of money and waste a lot of time simply because we are not aware, or have any way to compare a better method of accomplishing the candidate interview and assessment task. Over the years, we have had some difficulty arranging interview schedules between our engagement partners and a candidate and then clients with finalist candidates, especially when travel is involved. The unfortunate problem with the old way is you waste a lot of unnecessary time. Your time is money and time passes very quickly while schedules have to be adjusted and readjusted. We have found an effective tool that will reduce this problem not only considerably but incredibly. It’s Windows NetMeeting ~ Real-Time Video Conferencing. Listed below is a net summary introduction of all the details for you.

You can make your Windows NetMeeting experience even better by using audio and video enhancements to see other people and share ideas and conversations.

With Windows NetMeeting, you can

- Share ideas, information, and applications using video or audio.
- Send and receive real-time video images using Windows-compatible equipment.
- Send video and audio to a user who doesn’t have video hardware.
- Use a video camera to instantly view items, such as hardware devices, that are displayed in front of the lens.
- Ensure people hear each other by adjusting the automatic microphone sensitivity level setting.
- Change the size of the video window that you are sending to another user during a video conferencing session.
- Remotely make the trade-off between faster video performance and better image quality.

Business Users

Windows NetMeeting provides powerful conferencing and collaboration functions in a complete, integrated package for the Internet or corporate intranet.

The following standards-based capabilities are integrated into NetMeeting:

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Multipoint Data Conferencing

With NetMeeting’s comprehensive suite of data conferencing tools, you can collaborate and share information with two or more meeting participants in real-time. You can share information from one or more applications on your computer, exchange graphics, send messages, or record meeting notes and action items with the text-based chat program, and send files to other meeting participants using the binary file transfer capability.

Internet Telephony/Audio and Video Conferencing

With a sound card, microphone, and speakers, NetMeeting lets you talk to business associates over the Internet or corporate intranet in real-time. With a video capture card and video camera, you can send and receive video images over the Internet or corporate intranet for face-to-face communication during a meeting. You can receive video even if you do not have a camera connected to your computer. You can also use the video conferencing capability to take a snapshot with your video camera and place the image on the whiteboard for discussion or markup.

Features

Using your PC and the Internet, you can now hold face-to-face conversations with industry associates, internal corporate meetings, remote office related business, corporate to project meetings, clients, consulting relationships, friends, family, and collaborate with co-workers around the world. Windows NetMeeting 3 allows you to easily take advantage of state-of-the-art technology. Features you can choose from are listed in the following topics.

- **Video and Audio Conferencing**
  NetMeeting’s audio and video conferencing features let you communicate with anyone on the Internet.

- **Chat**
  Chat lets you conduct real-time conversations via text, with as many people as you like.

- **Internet Directory**
  The Microsoft Internet Directory is a Web site provided and maintained by Microsoft to locate people to call on the Internet.

- **File Transfer**
  File transfer lets you send one or more files in the background during a NetMeeting conference.

- **Program Sharing**
  NetMeeting’s Program Sharing feature lets you flexibly share multiple programs during a conference and retain greater control over the way they’re used.

- **Remote Desktop Sharing**
  Remote Desktop Sharing lets you operate a computer from a remote location.

- **Security**
  NetMeeting uses three types of security measures to protect your privacy.

- **Advanced Calling**
  This feature gives you the flexibility to send a mail message to a NetMeeting user or initiate a NetMeeting call directly from your mail address book.

- **Whiteboard**
  Whiteboard lets you collaborate in real time with others via graphic information.
Some of the benefits Windows NetMeeting’s video conferencing can provide clients, candidates and your team are:

- No one has to leave his/her job, office, conference facility, home and family.
- No one has to fly to an interview in another state or drive to another city.
- Everyone is always fresh and ready for the interview.
- No more anxiety and hassle of airport delays, cancellations due to weather or other problems associated with flying and/or driving.
- The Client Company saves a lot of money that would have gone toward costly hotel rates, meals, beverage, entertainment, airfare and car rentals.
- No more airport long-term parking bills.
- Everyone is indisposed in the office or your conference facility while you are “On-The-Air” so to speak, so the distractions of phone interruptions and employees needing attention should be known and noted you and your team is currently not available.
- Everyone is on neutral ground and therefore equal.
- More than one person can interview the candidate, client or project team member at the same time if necessary.
- As executive search and placement consultant partners we are more of an asset to the client because we are always looking out for their best interests.
- Saving the company from loss time and unnecessary expense makes our client’s look good on their balance sheet.

Naturally, we would again appreciate being the first person s/he calls when the company requires executive search and placement consulting partners.

“Our success is assured only by providing you with the greatest opportunities to achieve success.”

It should be noted that video conferencing has been around for a while and the technology has improved remarkably in recent years. You will no longer experience jerky, lag-time, poor response time pictures. Today there are lot more vendors with excellent equipment who can provide a quality video conference experience for you. In fact, there are many choices available to you around the country, with the convenience and costs having improved so dramatically, it really is a no-brainer.

If you do not want to bring Windows NetMeeting into the company there are other options available to you. One of the best facilities we have found is Kinko’s. They are a well-established first class national organization. They will schedule both ends of the conference and have everything ready to go when you walk into their conference facilities. All you will need to do is introduce yourself to the other end of the video conference and have a great meeting. Kinko's will do everything else to insure you have a quality, un-interrupted meeting in clean facilities. Kinko's has video conferencing capability available in many of its locations. You can consult your local yellow pages for listings near you. You can also use the Internet yellow pages for listings in your clients' and candidates' regions. As an added perk, you can simply
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have the video conferencing provider bill the Client Company direct, so that you don't have to deal with it.

We value our client relationships and try to present them with options and new ideas like "Real-Time Video Conferencing". So, the next time you run into a scheduling problem, better yet, try introducing your team to video conferencing before the crisis arrives. We have had some clients who have never met candidates in person before the day they started work. All their interviewing was done via Video Conferencing. We have run the numbers both ways and I’m confident their interviewing costs were reduced 60%. It’s good for them, it’s good for you and it’s real good for us. In fact, some of our clients have set up their own facility with video conferencing capability, because they’ve discovered that it can be used for other things besides interviewing candidates. This has made things much easier for our clients, the candidates and our firm. Everyone wins in this decision. Long term our clients have and continue to be impressed with the costs, loss time-savings and the results they will benefit from "Real-Time Video Conferencing".

Feel free to give us a call to discuss how we can assist you with Real-Time Video Conferencing, Executive Search, Executive Placement, Candidate Assessment or Pre-employment research services.

Listed below are the minimum system requirements for bringing Windows NetMeeting in-house for all your Real-Time Video Conferencing needs.

System Requirements

The following are the minimum system requirements to install and run Microsoft NetMeeting.

- 90 megahertz (MHz) Pentium processor
- 16 megabytes (MB) of RAM for Microsoft Windows 95, Windows 98, Windows Me
- 24 megabytes (MB) of RAM for Microsoft Windows NT version 4.0 (Microsoft Windows NT 4.0 Service Pack 3 or later is required to enable sharing programs on Windows NT.)
- Microsoft Internet Explorer version 4.01 or later
- 28,800 bps or faster modem, integrated services digital network (ISDN), or local area network (LAN) connection (a fast Internet connection works best).
- 4 MB of free hard disk space (an additional 10 MB is needed during installation only to accommodate the initial setup files).
- Sound card with microphone and speakers (required for audio support).

To use the data, audio, and video features of NetMeeting, your computer must meet the following hardware requirements:

For Windows 95, Windows 98, or Windows Me, a Pentium 90 processor with 16 MB of RAM (a Pentium 133 processor or better with
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- at least 16 MB of RAM is recommended.

- For Windows NT, a Pentium 90 processor with 24 MB of RAM (a Pentium 133 processor or better with at least 32 MB of RAM is recommended).

- 4 MB of free hard disk space (an additional 10 MB is needed during installation only to accommodate the initial setup files).

- 56,000 bps or faster modem, ISDN, or LAN connection.

- Sound card with microphone and speakers (sound card required for both audio and video support).

- Video capture card or camera that provides a Video for Windows capture driver (required for video support).

Thank You

You have our best wishes and regards for continued success.

John C. Colson, President