



USER GUIDE

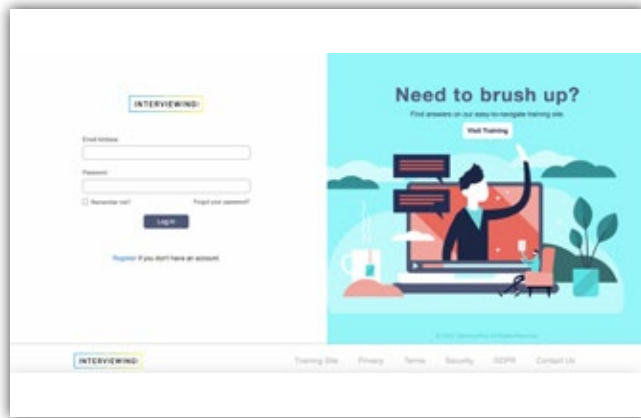
for your
INTERVIEW
PREP

INTERVIEWING .com

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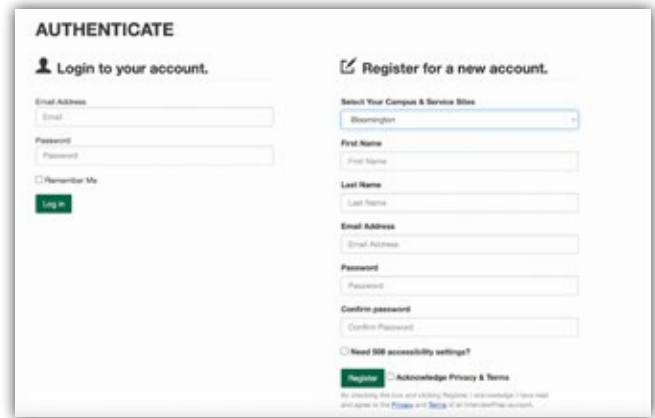
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CREATE AN ACCOUNT & REGISTER FOR FREE



1

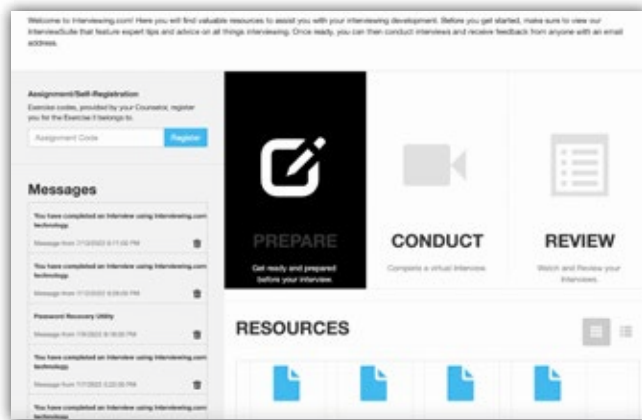
Click **Register** in the middle of the page to set up your account.



2

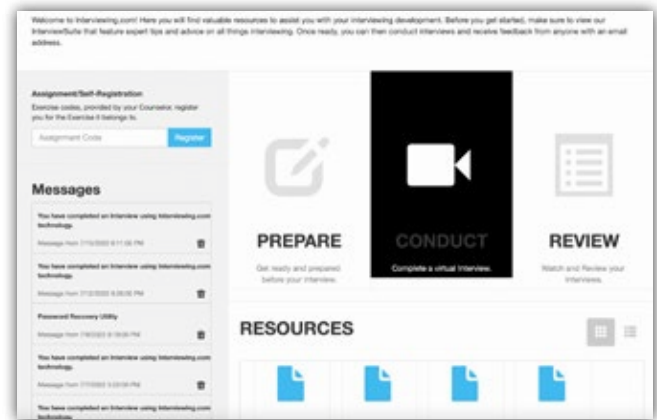
Select a location, then enter your name and email address, and create a password. Click **Register** to create your account.

EXPLORING THE USER DASHBOARD



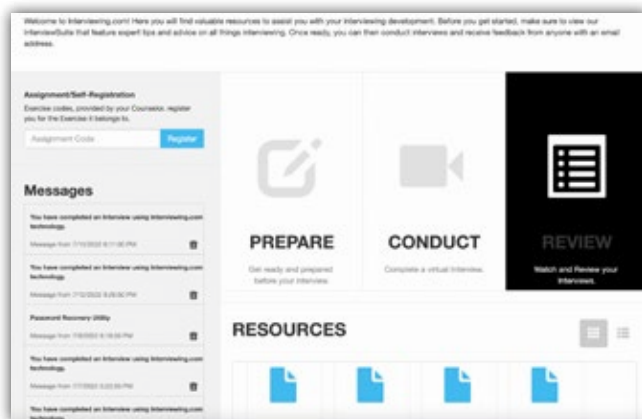
1

Click **Prepare** to get ready before your interview.



2

Click **Conduct** to complete a virtual interview.



3

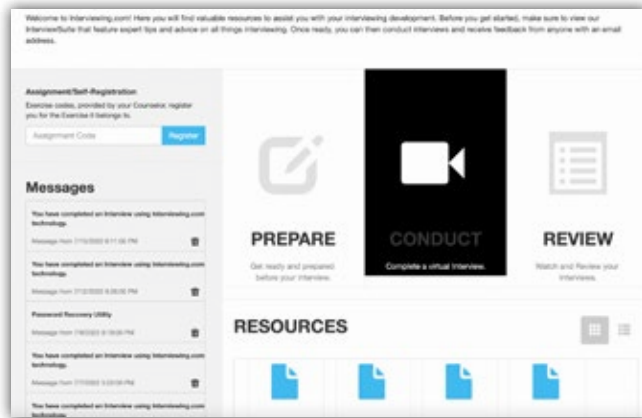
Click **Review** to view your recorded interviews as well as submit comments and assessments.



4

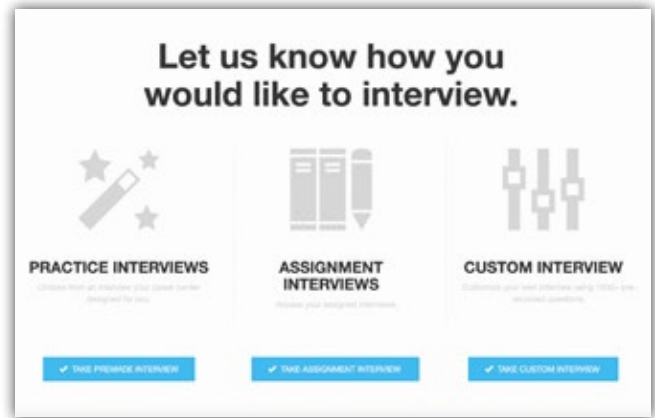
Scroll down to view the list of available resources in the Resource Center.

CONDUCTING AN INTERVIEW



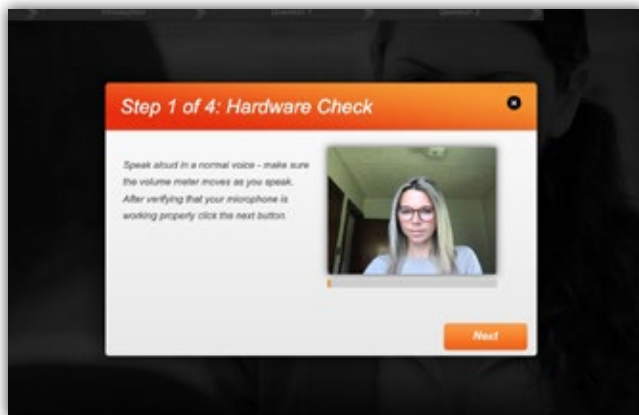
1

Click **Conduct** if you are ready to select an interview and get started.



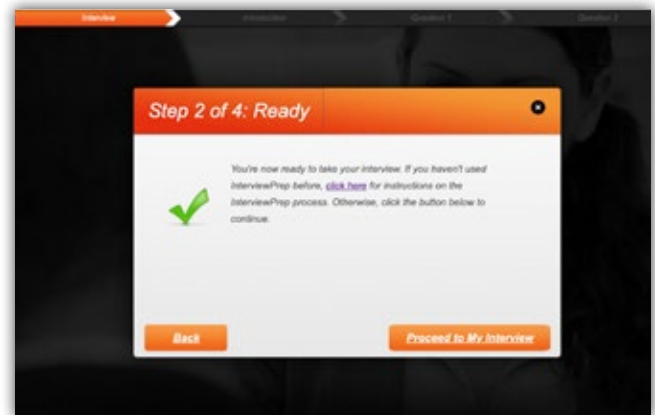
2

Select **Practice Interviews** to choose an interview designed for you or select **Assignment Interviews** to access your assigned interviews. You can also select **Custom Interviews** to create your own interview.



3

After beginning your interview, the system will take you through a hardware check. Click **Next** when prompted.



4

To move forward select **Proceed to my Interview**

CONDUCTING AN INTERVIEW (CONTINUED)



5

The interview includes a short introduction. The first question will be asked immediately after the introduction's completion.



6

The first question will be asked, you'll be given a countdown, and will immediately be recording your response. Click anywhere to stop recording.



7

After recording your response, you'll have three options. You can review, retry, or submit your response.



8

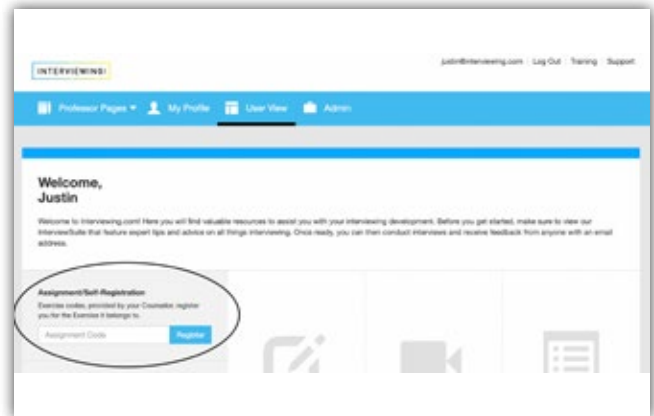
After submitting your final response an outro video will play and your responses will be uploaded. Be sure to leave your browser open until the upload is complete

COMPLETING AN ASSIGNMENT



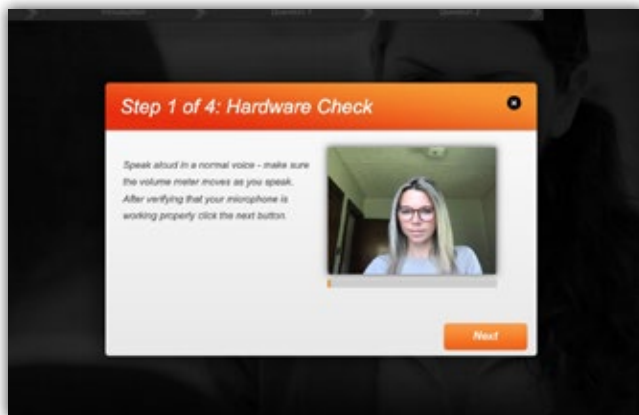
1

You will receive an email when an instructor sends you an assignment invitation. Click the link in the email to proceed.



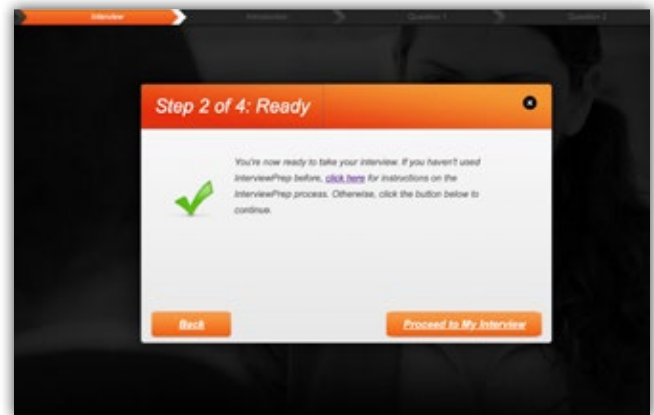
2

On your user dashboard, enter the assignment code and click the **Register** button to begin assignment.



3

After beginning your interview, the system will take you through a hardware check. Click **Next** when prompted.



4

To move forward select **Proceed to my Interview**

COMPLETING AN ASSIGNMENT (CONTINUED)



5

The interview includes a short introduction. The first question will be asked immediately after the introduction's completion.



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The first question will be asked, you'll be given a countdown, and will immediately be recording your response. Click anywhere to stop recording.



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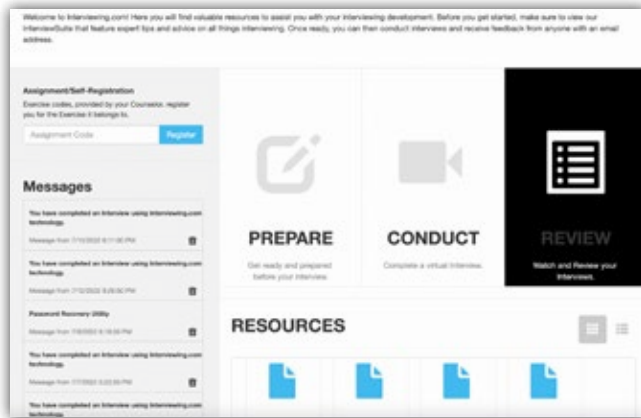
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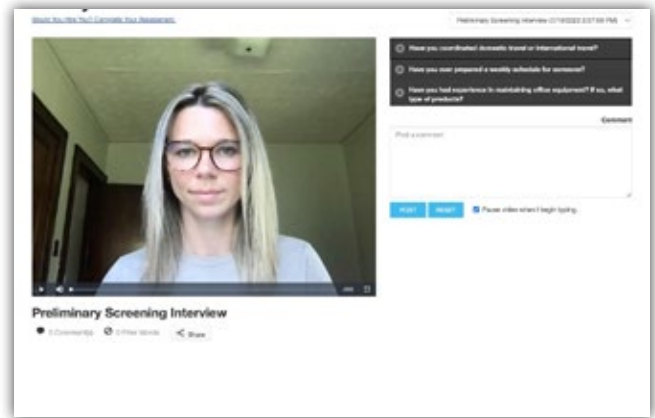
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After submitting your final response an outro video will play and your responses will be uploaded. Please leave your browser open until the upload is complete.

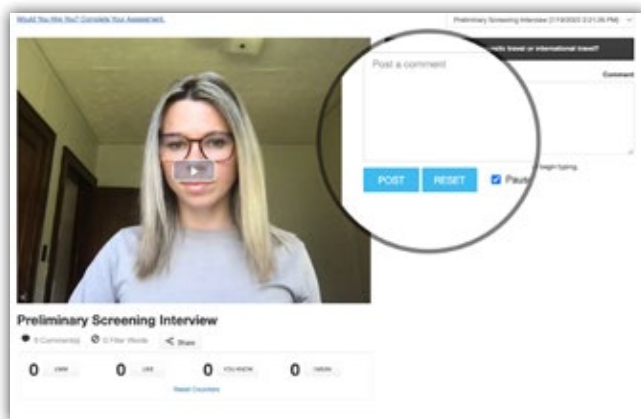
WATCHING YOUR COMPLETED INTERVIEW



1 Click **Review** to view your recorded interviews as well submit comments and assessments.



2 Click the questions on the right to view the recorded responses.

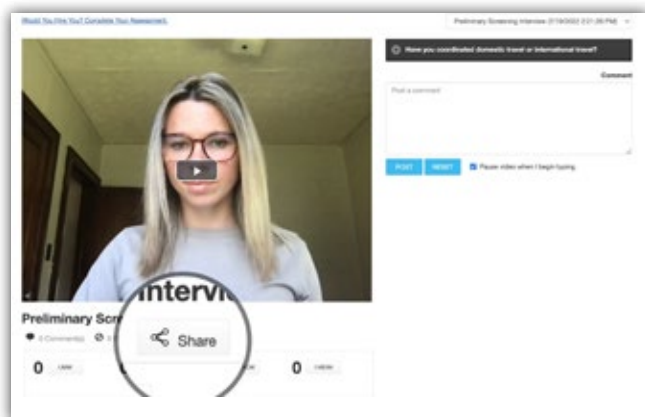


3 To add a comment, type in the comment box. Click **Post** to submit the comment.



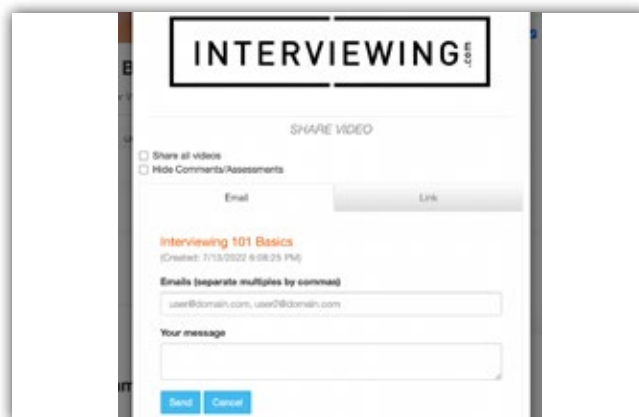
4 Scroll down to view the assessment template. Submit ratings for the criteria and click **Save My Assessment**.

WATCHING YOUR COMPLETED INTERVIEW (CONTINUED)



5

To share your interview click **Share**.



6

Share the interview through an email from the system by typing in email addresses and a message and clicking **Send**. You can also share the interview through a public link.

SYSTEM REQUIREMENTS

Interview Requirements

- Webcam
- Computer Microphone
- High Speed Internet Connection (Cable, Fiber, DSL)

System Requirements

- IE 11, Firefox 102, Chrome 102, Safari 15
- Interviewing.com recommends the latest version of Chrome browser for best performance.