

1.3 Objective - Virtual Mock Interview

A mock interview helps you learn how to answer difficult questions, develop interview strategies, improve your communication skills, and reduce your stress before an actual job interview.

Your objective, should you choose to accept it, is to follow the step – by – step instructions listed below, and fill out any questions. Once you have completed all five objectives of your mission, return this sheet, along with the other five objective sheets to CareerCenter@indianatech.edu. If you have any questions, you can contact HQ at CareerCenter@indianatech.edu or calling at 260-422-5561 ext. 2217. Deadline to complete your mission is January 25, 2021. God Speed!

1. Log into your student Warrior Jobs account.
 - a. If you have any questions email the career center at
Careercenter@indianatech.edu
2. From the Home page, you will select the Resources link on the left-hand side of the screen. Then select Virtual Interviews.
3. Search Internship in the Keywords box and click the Search button. (General Undergrad internship should be the only option that appears)
4. Then click the Record New Attempt option.
5. You will now see “Welcome to your Mock Interview”, and you will want to click the Audio and video Settings button, it should be the only option.
6. Make sure you have your video camera and mic you wish to use already plugged in. (you can skip this step if you are using an integrated camera and mic.)
7. From here you will want to set up your video camera and mic by allowing Adobe Flash Player access, do so by clicking Allow on the pop ups that appear. (Depending on browser and computer you are using pop ups may look different, below is an example of what you may see.)
8. Once you have allowed access to your camera and mic, you will want to select your Mic and Camera. Once you have, you should be able to see yourself in the video window, and when you speak, you will see a bar in the Audio level ranging from red to green; green means it is picking up good sound red means you are quiet but the mic still hears you.

9. Once you think you have everything set up correctly you will want to use the Practice Questions options to test everything make sure you are comfortable with your set up.
10. Read the instructions that appear and hit next when you are ready then click the Practice Question, once the 30 seconds are up or you click the Start Recording Answer the program will begin recording. When you are done click the stop recording.
11. You will then want to Replay Practice Response to see how you looked and sounded good, if you want to change something use the Change Settings button, and then use the Restart Practice question to try again, and finally begin your Interview assignment with the Start Your Interview.
12. Once you have completed your interview and are happy with it Click the Request Feedback button.

- Students Name: _____

- Date Virtual Interview was completed: _____