

Faculty Step – by – Step

Virtual interviews

1. Email Ryan Seiler @ rbseiler@indianatech.edu and request the creation of an administration account in Warrior Jobs.
2. Once your admin account is created you can log into it by following this link <https://indianatech-csm.symphlicity.com/manager> , and sign in using your edu email and provided password (you can change your password once you log in for the first time)
3. Once you are logged in you will see a number of options on the left hand side of your screen, under the **Student options** you will see the **Virtual Interviews** as an option.

The screenshot displays the 'CSM Staff Home' dashboard. On the left is a navigation sidebar with options like Home, Calendar, Students, and Virtual Interviews (highlighted). The main area features a 'PENDING ACTIONS SUMMARY' table with the following data:

Action	Count
New Job Shadow Postings	0
Pending Recommendation Orders	0
Pending Files	1
Pending Symphlicity Recruit Registrations	0
Pending Symphlicity Recruit Employer Updates	0
Pending Mock Interview Feedback	0
New Employer Registrations	0
New OCR Schedule Requests	0
Pending Schedules	0
Assigned to Me / Unassigned / All Pending Appointments	0/0/0

Below this is an 'EVENT REGISTRATION SUMMARY' table:

Event	Approved	Pending
Business & Government Career Fair Spring 2020	26	1
ITECS Career Fair Spring 2020	14	1

The right sidebar contains a 'NEWS FROM THE CSM TEAM' section with a 'CSM Symposium '20: Registration now open!' announcement, and an 'ANNOUNCEMENTS' section featuring a 'JOB FAIR' for Northwest Allen County Schools on Saturday, Feb. 29, 2020, at Carroll Middle School. A list of bullet points encourages joining the NACS family.

4. Then you will want to click on **Interviews & OCR Applications** to view our **list of pre-made interviews** (interview can be custom built from hundreds of pre-recorded questions)

The screenshot shows the 'Virtual Interviews' page. At the top, there is a search bar and a user profile for 'Ryan Seiler'. The main content area has two tabs: 'Recommended Interviews' and 'Created Interviews'. A red box highlights the 'Interviews & OCR Applications' tab. Below the tabs is a search bar with the text 'searches interview title and created by.' and buttons for 'Apply Search' and 'More Filters'. Below the search bar is a table with columns: 'Actions', 'Title', 'Created by', 'Number of Attempts', and 'Created'. The table contains 10 rows of interview items. A large purple arrow points to the table.

Actions	Title	Created by	Number of Attempts	Created
[edit] [delete]	Applied Sciences	Simplicity	0	Jun 27, 2013, 8:11 AM
[edit] [delete]	Art/Design - Art	Simplicity	0	Jun 27, 2013, 7:28 AM
[edit] [delete]	Art/Design - Graphic Design #1	Simplicity	0	Jun 27, 2013, 7:19 AM
[edit] [delete]	Art/Design - Graphic Design #2	Simplicity	0	Jun 27, 2013, 7:44 AM
[edit] [delete]	Business - Accounting #1	Simplicity	0	Jun 27, 2013, 9:02 AM
[edit] [delete]	Business - Accounting #2	Simplicity	0	Jun 27, 2013, 11:28 AM
[edit] [delete]	Business - Customer Focus #1	Simplicity	0	Jun 27, 2013, 10:23 AM
[edit] [delete]	Business - Customer Focus #2	Simplicity	0	Jun 27, 2013, 10:25 AM
[edit] [delete]	Business - Entrepreneurship	Simplicity	0	Jun 27, 2013, 8:55 AM

5. Once you have decided on the interview you want your student to practice, you will need to send your students the title of the interview and either give them or direct them to the Student digital interview step-by-step we can provide. This step-by-step will help guide you students through the whole process of taking a virtual interview.
6. As your students participate in the virtual interviews (and hopefully follow instructions) you will begin to receive emails from simplicity with links that will allow you to watch and review your students attempts
7. Grade as you see fit!

If you or any of your students run into any trouble please feel free to contact Careercenter@indianatech.edu and we will be able to help. We would also be happy to set up a time to help walk you through the system and help set up your first assignment.