

Student Step - by – Step

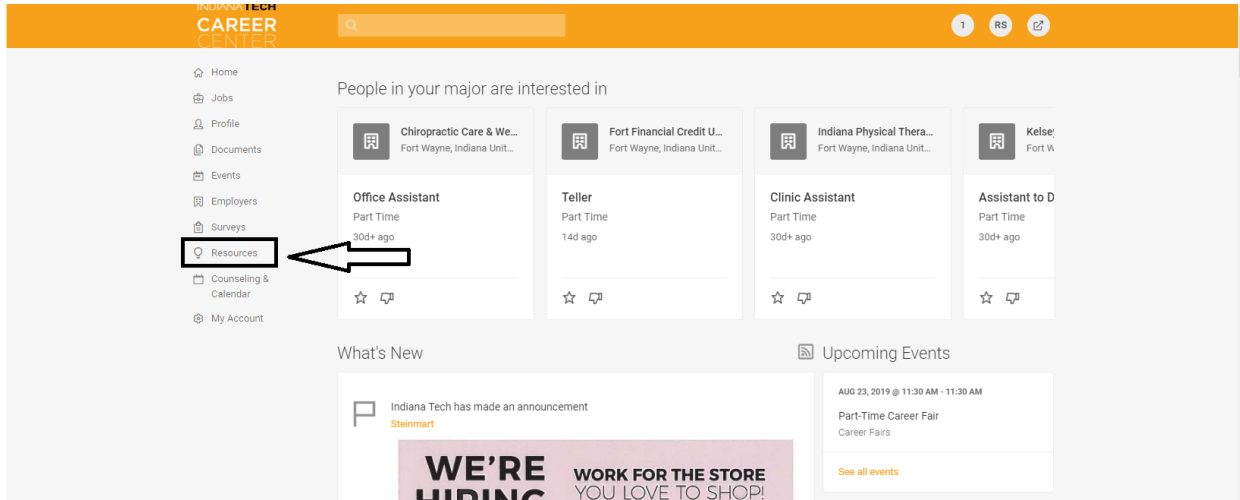
Virtual Interviews

1. Log into your student Warrior Jobs

a. If you have any questions email the career center at

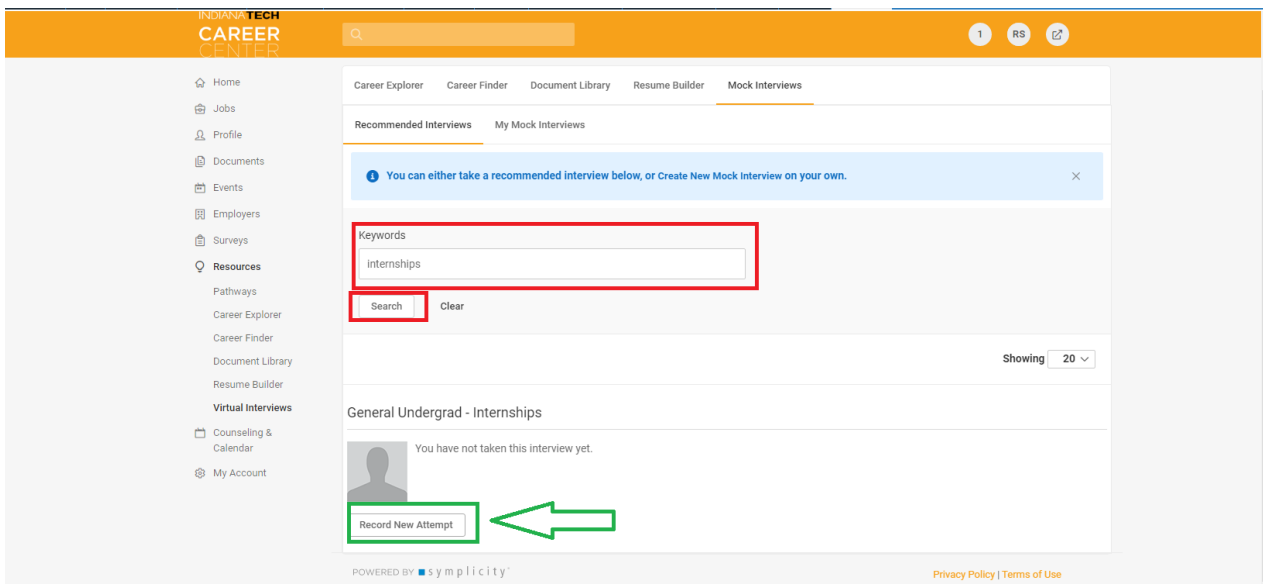
Careercenter@indianatech.edu

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 (Title given by professor) in the Keywords box and click the Search button.

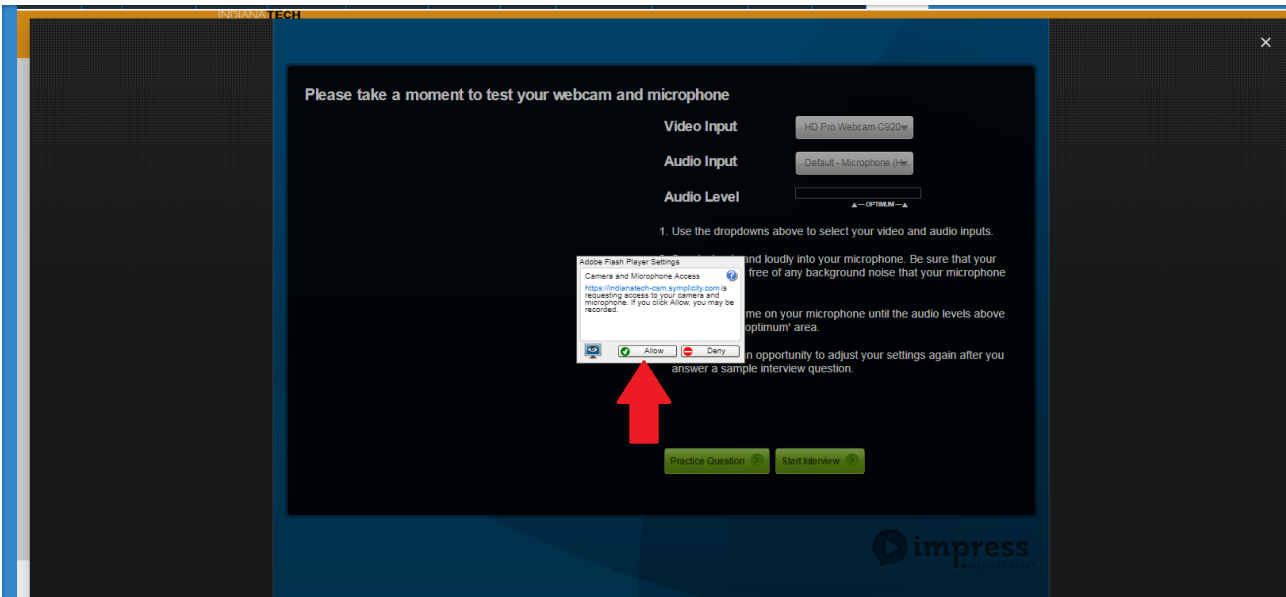
4. Then click the Record New Attempt option.



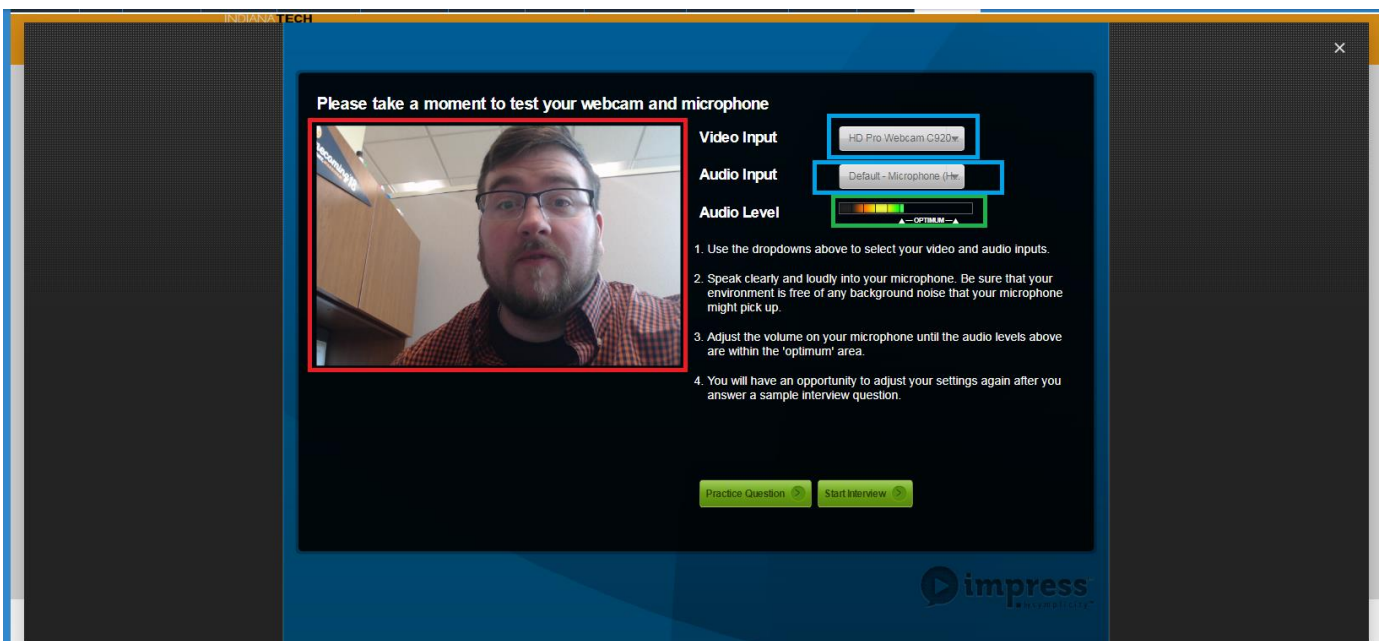
5. You will now see “Welcome to your Mock Interview”, and you will want to click the Audio and video Settings button, it should be the only option.

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.)

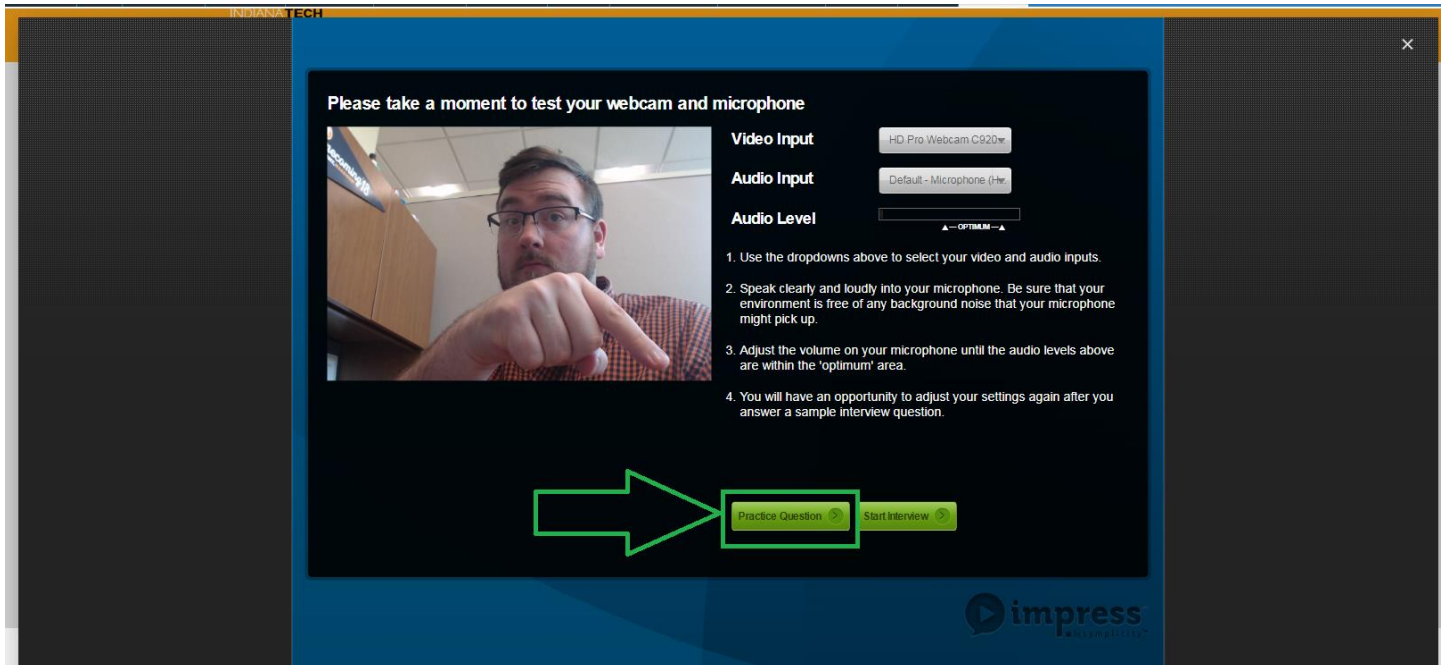
7. From here you will want to set up your video camera and mic by allowing Adobe Flash Player access, do so by clicking Allow on the pop ups that appear. (Depending on browser and computer you are using pop up's may look different, below is an example of what you may see.)



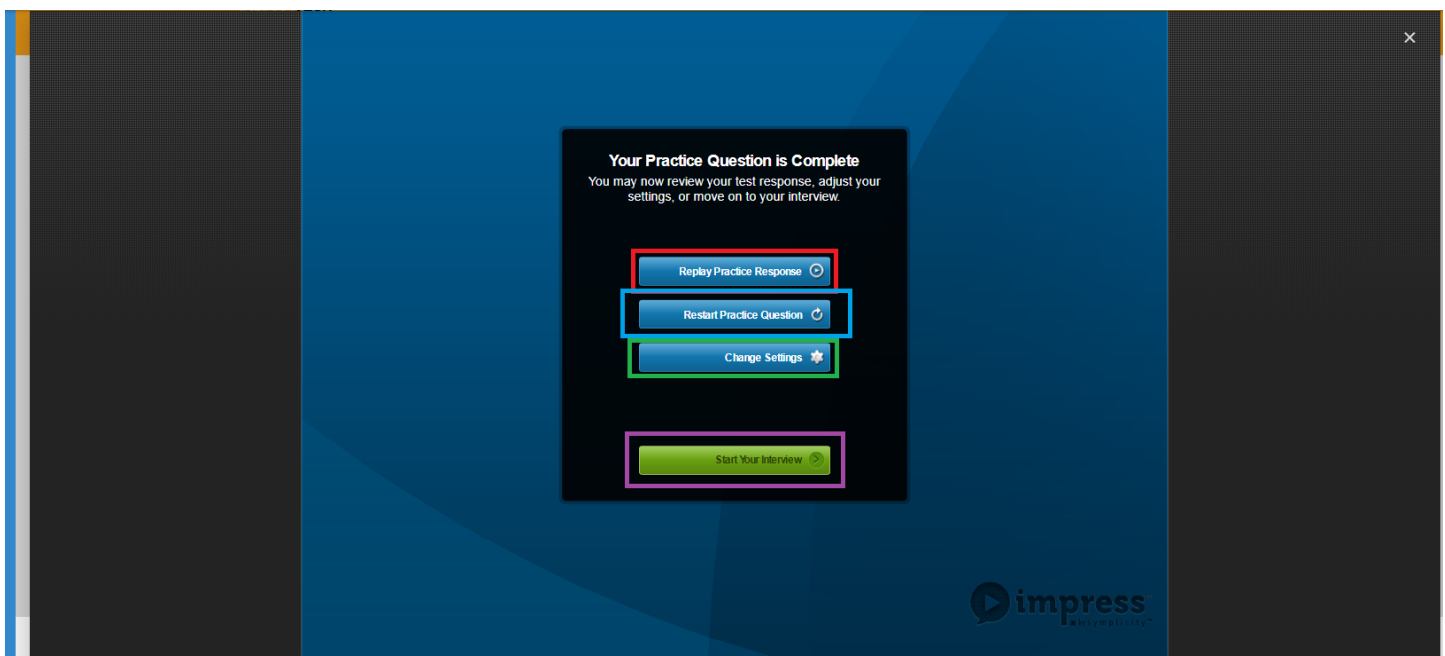
8. Once you have allowed access to your camera and mic, you will want to **select your Mic and Camera**. Once you have, you should be able to **see yourself in the video window**, and when you speak, you will see a bar in the Audio level ranging from red to green; green means it is picking up good sound red means you are quiet but the mic still hears you.



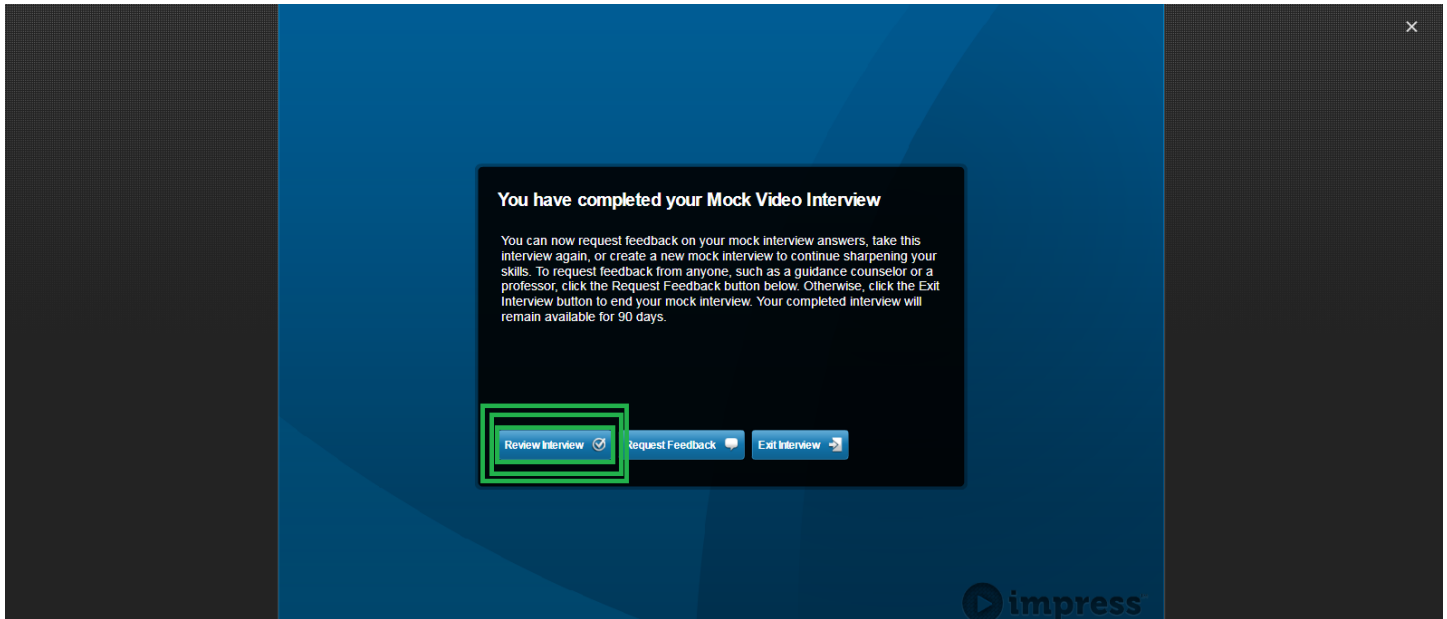
9. Once you think you have everything set up correctly you will want to use the Practice Questions options to test everything make sure you are comfortable with your set up.



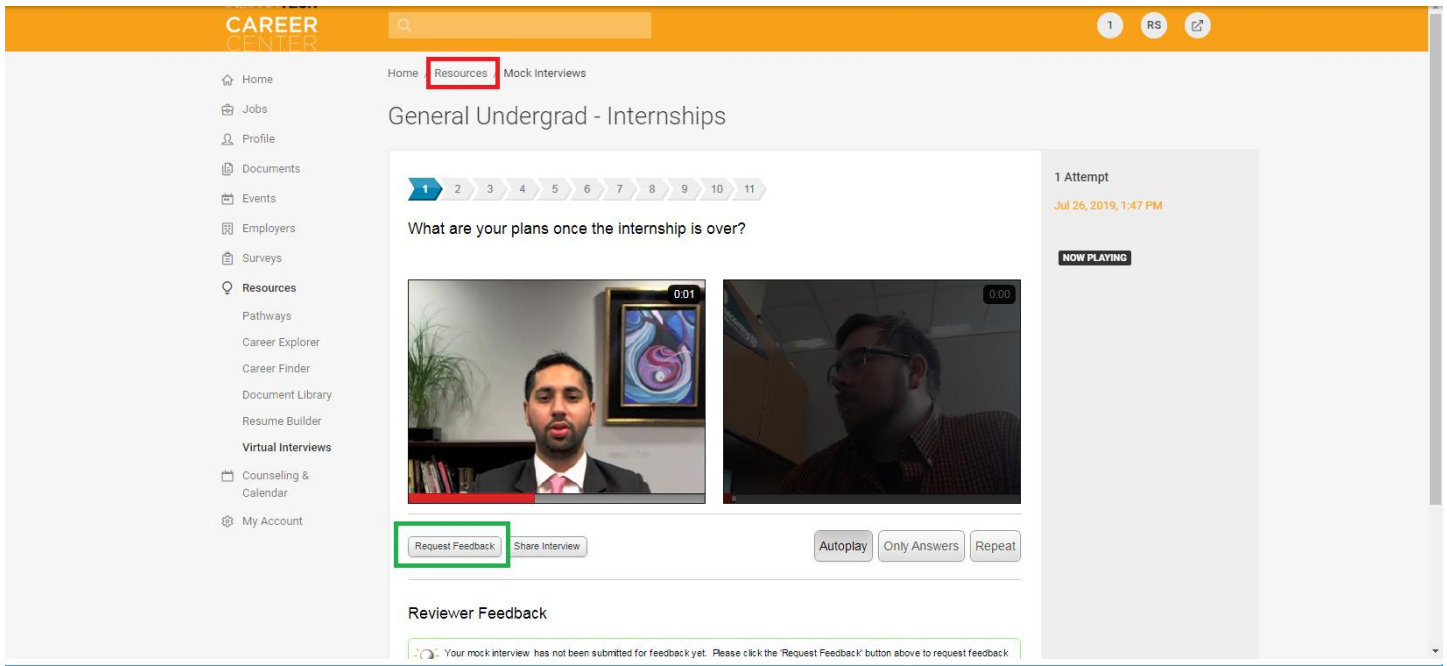
10. Read the instructions that appear and hit next when you are ready then click the Practice Question, once the 30 seconds are up or you click the Start Recording Answer the program will begin recording. When you are done click the stop recording.
11. You will then want to **Replay Practice Response to see how you looked and sounded good**, **If you want to change something use the Change Settings button**, then use the **Restart Practice question to try again**, and **Finally begin your Interview assignment with the Start Your Interview**.



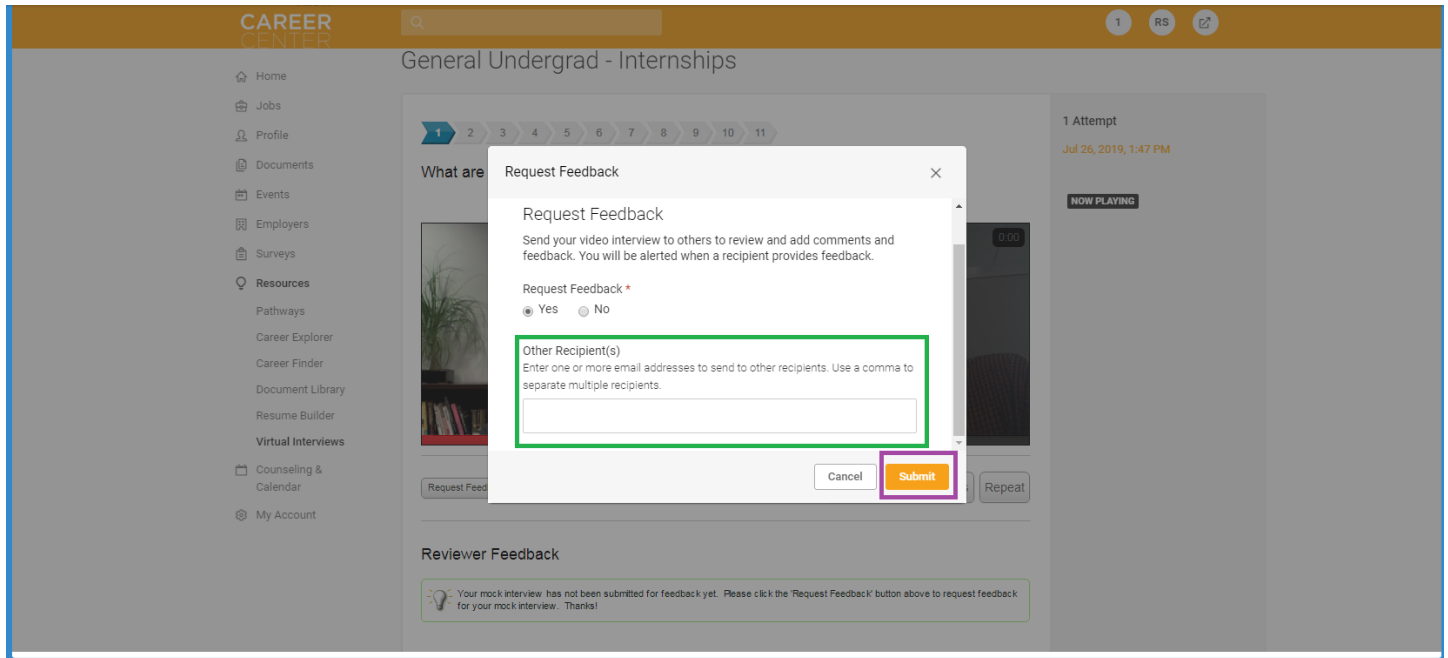
12. When you finish your Interview **DO NOT Click Exit Interview**, you want to click the Review Interview.



13. From here review your Interview and make sure you are happy with it. If you are happy with it Click the Request Feedback button. If you are not happy with it you will want to click the Resources button at the top of the screen, this will take you back to the Virtual Interview stream screen, follow Step 4 again.



14. Once you Request Feedback a popup window will appear. You will need to put your instructors email into **the Other Recipient(s) box to make sure they get your review request!** Then click **Submit to finish the Assignment.**



Feedback will be given for this assignment so please review later!