



Welcome to Perfect Interview! Please follow these instructions to practice your interviewing skills. If you have a webcam you will be able to video capture your interview answers. If you do not have a webcam you will be able to type your interview answers. Remember, when you complete your interview to “Share” it with a Career Services staff member by submitting it for a review (more instructions on this below!).

Now you are ready to begin your practice interview. Go to the Career Services webpage, [www.memphis.edu/careerservices](http://www.memphis.edu/careerservices), and click on the Perfect Interview icon. You will now be prompted to enter your login information. If you are a new user select “Create an Account” and follow the directions.

Once you have logged in, read the following steps to complete your interview! Have fun and remember this is great preparation!

1. To begin a new interview click “Start a New Interview.”
2. The first page allows you to choose your level of experience and the type of position you are interested in interviewing for. Choose the options that are the best fit for you!
3. The second page gives you the opportunity to choose how many questions you will answer and the types of questions you would like to practice. Again, choose the options that are the best fit for you. You can always complete another interview choosing different options
4. The third page allows you to choose to use a webcam or type your interview answers. If you have a webcam available select the bandwidth as “High”, select continue and click “OK” if the computer asks you about a firewall. If you choose to type your answers, select continue and move on the next page.
5. Review your interview choices and click “Start Interview.”
6. After listening to the first interview question, click “Reply” to give your answer. Click on “View your Response” to review your answer, “View Alternate Response” to view another appropriate answer, and “Coach” to gain advice on how to best answer the question.
7. Continue this same sequence until you have answered all of the questions. When you finish with the last answer click “Exit.”
8. Enter a name for your interview and click “Save” or “Continue.”
9. Now you may return to your main menu and start a new interview or review your saved interviews.
10. To have a Career Services staff member review your interview and offer feedback, click on “Review Saved Interviews”, check the circle next to the interviews you would like to be reviewed, and click “Share”. Enter [perfectinterview@memphis.edu](mailto:perfectinterview@memphis.edu) in the recipient email box and a staff member will review your interview and reply with comments to your University of Memphis email account.

For additional help with interview practice please contact Career Services at 678-2239 or visit 400 Wilder Tower to schedule a Mock Interview.