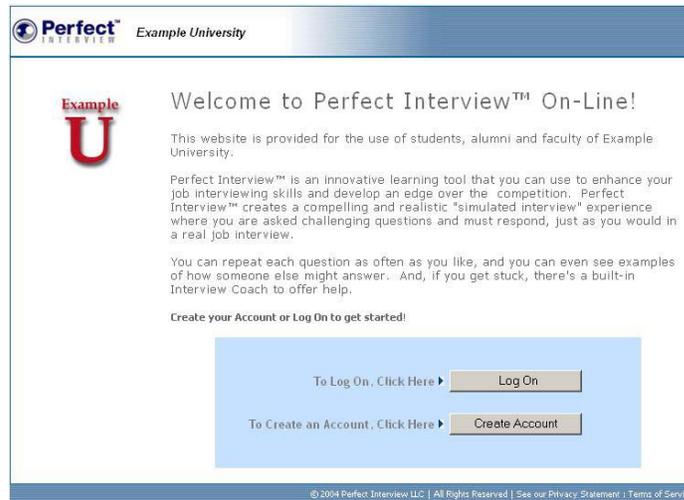


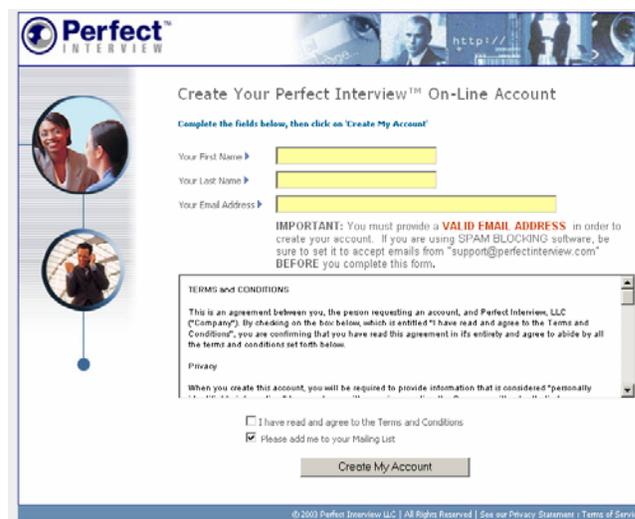
Using Perfect Interview™ Online

Creating an Account

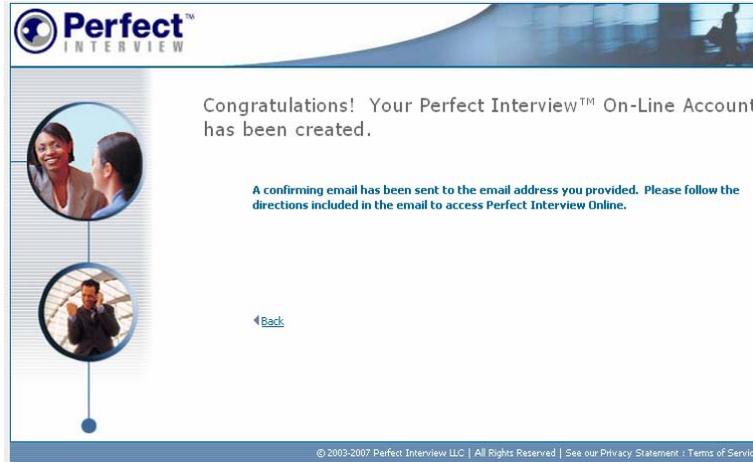
- Point your browser to the URL provided to you by your career center.
- You should see the “Welcome to Perfect Interview Online” page appear, with your school’s logo and name. Click on “Create Account”. (*Important: if you do not see your school’s name on the Welcome page, you are at the wrong web page. Do NOT create an account.*)



- Click on “Create Account.” The Create Account page will display. Enter your first name, last name, and a valid email address. Read the Terms and Conditions and check “I have read and agree to the terms and conditions” box. Then, click on “Create My Account.”



- The account confirmation page will display. Your account password will be sent to the email address you have specified. You should receive the password within a few minutes. Once you have received your password, you can use it to log on to Perfect Interview and take an interview. (If you do not receive the email, check your spam filter for a blocked email from **support@perfectinterview.com**.)



Logging on to Perfect Interview

- Point your browser to the URL provided to you by your career center.
- The “Welcome” page will appear. Click on the “Log on” button.



- Enter your user id (your email address) and your password at the prompts, then click on “Log On”.



- The Main Menu will display.



Taking an Interview

- From the Main Menu, click on “Start a New Interview.” The Step One page will appear. Indicate your level of work experience and type of position you are seeking. The questions you see will be determined by the selections you make here. Click on “Continue” to proceed to Step Two.



- At Step Two, select the length of interview you would like to practice – short, medium or long. In addition, you can select specific question categories to view, or you can let Perfect Interview pick questions from the various categories at random. After making your selections, click on “Continue” to move on to Step Three.



- At Step Three, you can select if you want to respond to the interview questions using a webcam, or by typing in your answers. You can use the video option only if a web cam is installed on your computer and you have configured Perfect Interview for video capture. (Please refer to the section “Configuring for Video” to see how this is done.”) Click on “Continue” to proceed and review your selections.



- The Review page allows to you to review your selections before viewing the interview. To begin the interview, click on “Start Interview”.



- The Interview window will appear and the interview will begin.



- Use the buttons along the bottom of the Interview window to control your progress as you move through the interview.

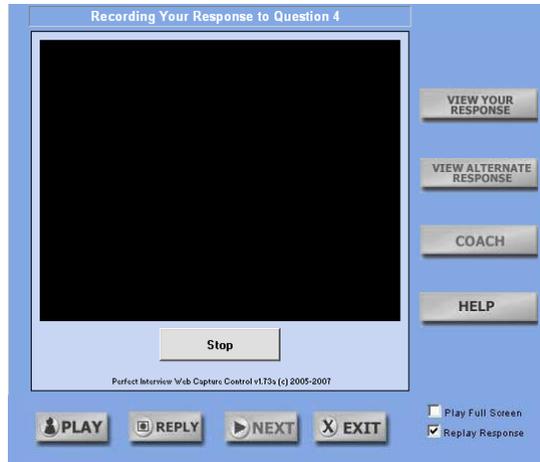


- Click here to play the question.
- Click here to record your response to the question.
- Click here to move on to the next question
- Click here to exit the interview

- Use the buttons to the right of the Interview window to review your response, and view example answers, tutorials, and the help screen.



- When you're ready to respond to the interview question, click on the 'Respond' button. If you are doing a video interview, the web cam attached to your computer will automatically start, and you will see your image in the Interview window.



- Your response is now being recorded. Click on 'Stop' to stop recording. Your recorded response will immediately play back in the Interview window

Please note: when the camera starts for the first time, there may be a delay of several seconds before it starts recording your picture. Be patient.

- Here are some hints about video recording your response:

- **Relax.** You can always do it over until you are satisfied with the results

- Click on the 'Reply' key to repeat the recording. Your new recording will overwrite the previous one

- Sit close to the camera and speak clearly.

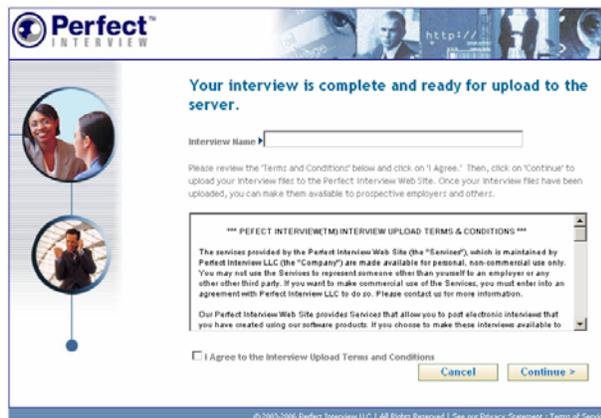
- Make sure the lighting is adequate, and avoid glaring light (for instance, sunlight from a window) in the background of the picture

- Take a look at the Example Answers and the Coach to get an idea of how to answer the question. But please don't memorize what's said in the Example Answers. Be sure to use your own words when you answer the question.

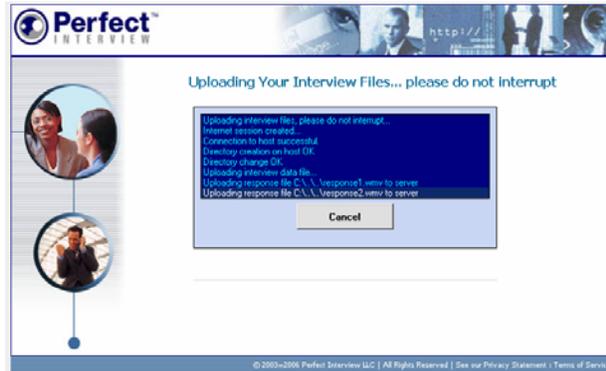
- If you are taking a text only interview, a text input box will appear when you click on 'Reply'. Just type in your answer, and click on 'Save' to save it.

Saving a Completed Interview

- When you have reached the end of the interview, click on the 'Exit' button. The 'Save' page will appear.



- Enter the name of your interview, read the ‘Terms and Conditions’ and click on the checkbox labeled ‘I agree to the Interview Upload Terms and Conditions’. Then, click on the ‘Continue’ button.



- The Interview Upload page will appear and your interview will be uploaded. Once that process is complete, your interview will be available for viewing on the Perfect Interview server.



Please note: the upload process may take several minutes, depending upon the length of your interview. Be careful not to interrupt the upload process in any way.

IMPORTANT: if the uploading process stalls (nothing appears on the screen for several minutes) you will have to try uploading again. Please see the instructions the Troubleshooting section of this document

- Once your interview has been uploaded, it may be viewed by yourself, or by the staff of the career office. In addition, you can use the ‘Share’ function (available from your Main Menu) to send this interview to others.

