

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.)

Perfect"	Example University
Example U	Welcome to Perfect Interview™ On-Line!
	This website is provided for the use of students, alumni and faculty of Example University.
	Perfect Interview [™] is an innovative learning tool that you can use to enhance your job interviewing skills and develop an edge over the competition. Perfect Interview [™] creates a compelling and realistic "simulated interview" experience where you are asked challenging questions and must respond, just as you would in a real job interview. You can repeat each guestion as often as you like, and you can even see examples
	of how someone else might answer. And, if you get stuck, there's a built-in Interview Coach to offer help.
	Create your Account or Log On to get started!
	To Log On , Click Here > Log On
	To Create an Account , Click Here ► Create 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."

	REEP // HELS		
	Create Your Perfect Interview TM On-Line Account Complete the fields below, then click on 'Create My Account'		
	Your First Mane Your Lost Name		
	Your EnaiAddress ► IMPORTANT: You must provide a VALID EMAIL ADDRESS in order to create your account. If you are using SPAM BLOCKING software, be sure to set if to accept emails from "support@perfectinteview.com" BEFORE you complete this form.		
	TERMS and CONDITIONS This is an agreement between you, the person requesting an account, and Perfect Interview, LLC ("Company") By checking on the box below, which is entitled 11 have read and agree to the Tams and Condition", you are continuing that you have read this agreement in its entitlety and agree to able by all the terms and conditions retirtish below.		
•	Privacy When you create this account, you will be required to provide information that is considered "personally		
	☐ I have read and agree to the Terms and Conditions ☑ Please add me to your Malling List		
	Create My Account		
	(b 2003 Perfect Interview LLC All Rights Reserved See our Privacy Statement Terms of Service		

• 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".

	Example University				
Example U	Welcome to Perfect Interview TM On-Line! Please enter your User ID and Password below. Your User ID) john@exampleu.edu Your Password)				
Have you forgotten your password? Click <u>have</u> for help. Do you want to create an account? Click <u>have</u> to sign up. 0.2010 Defent Tomorium (1.01. All Buildin Researd 1. See our Britany Systemate 1. Terms of Se					

• The Main Menu will display.



	Welcome, John Smith, to Perfect Interview Online.
	Start a New Interview
	Continue Current Interview
	Take a Custom Interview
•	Logoff My Account Help
	©2003-2007 Perfect Interview LC All Rights Reserved See our Privacy Statement : Terms of Service

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.

	-	efault) or you can pick specific areas of concentration.
	Interview Length > Question Categories >	Short 7 to 10 questions Medium 10 to 15 questions tong 15 to 20 questions tong 15 to 20 questions User to make the selections T want to make the selections T user to make the selections Guestion & Tianing You Accomplishments You Accomplishments You Accomplishments rubple selectors) Continue >>
-	€Back	



• 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".

		http://
	Review your selections below Interview.	, then click on 'Start Interview' to begin the
	Your Level of Experience	More than 10 Years of Experience
	Interview Length	Entry Level Short 7 to 10 Questions
	Use Video Capture? >	Yes High Cable or DSL
	Question Categories 🕨	Perfect Interview will make the selections
		Start Interview >>
•	■Back	
	© 2003-2006 Perfe	rt Interview U.C All Rights Reserved See our Privacy Statement : Terms of Ser

• 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.



• 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.

