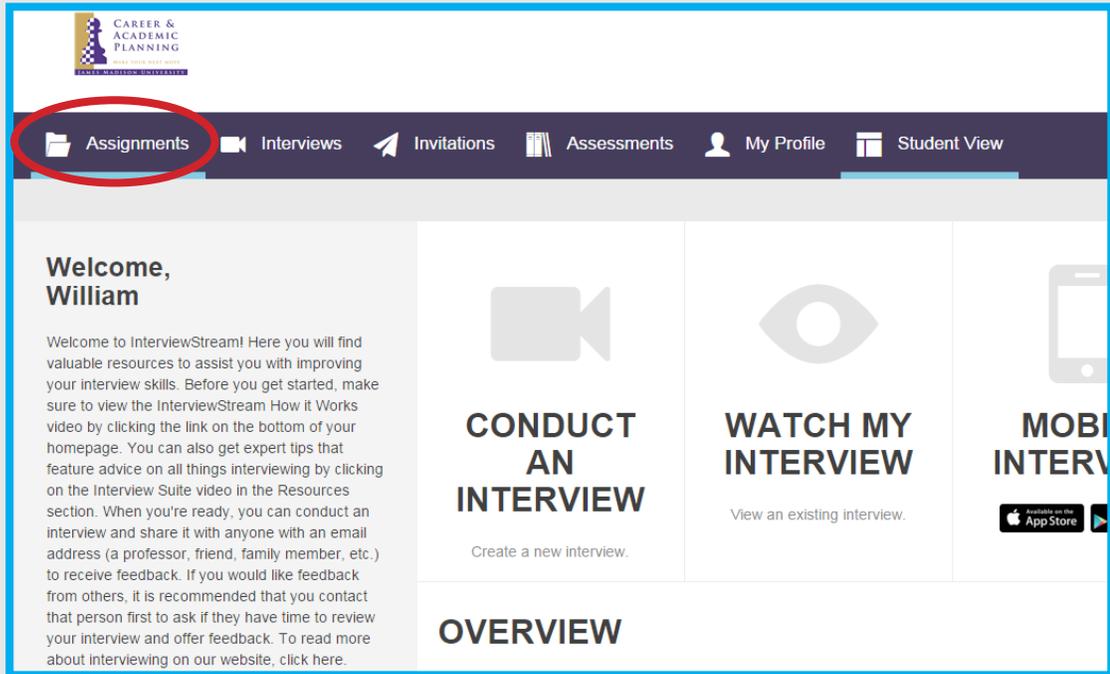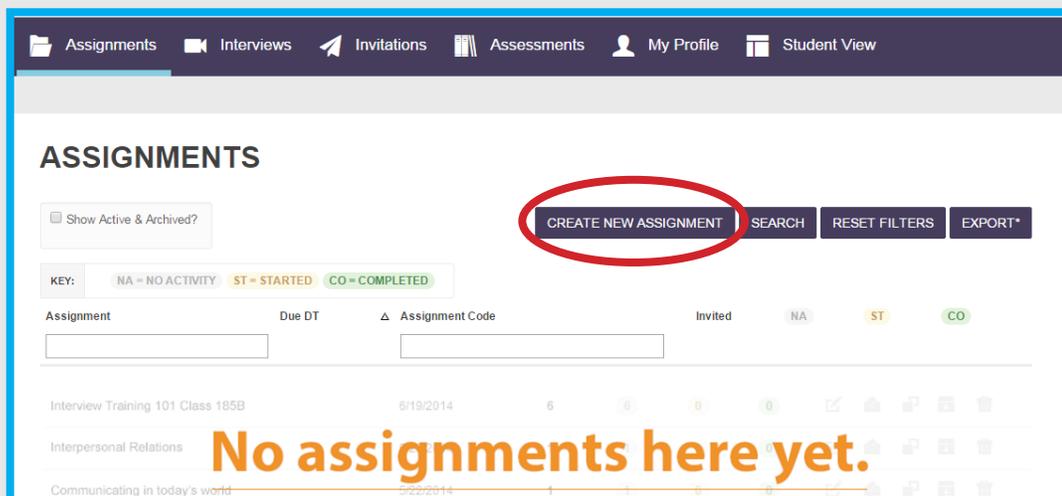# interviewstream

**1** On your InterviewStream homepage, click on the "Assignments" tab.
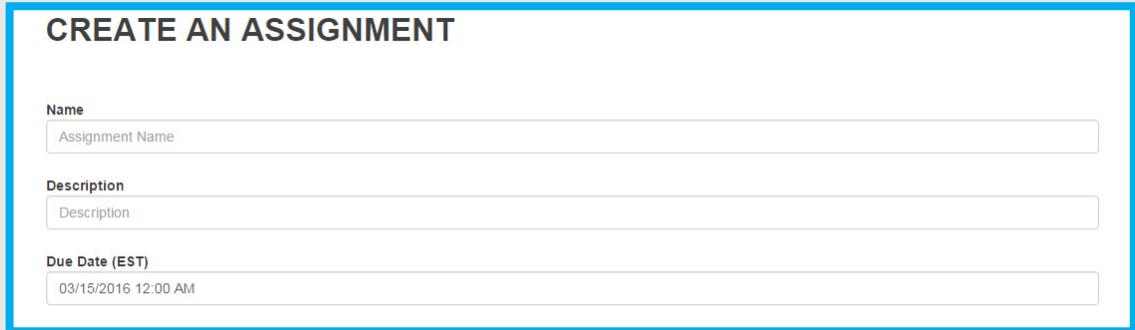


**2** The "Assignments" tab will allow you to see any current or archived assignments that you have created. To make an interview for your class, select the "Create New Assignment" button.

**3** The first page of the assignment form requires the general information for your interview including the assignment name, description, due date (and time), the intro and outro videos, assessment template, and the background image for the interview. *Please note: You will need to fill out these fields before moving forward.*

## CREATE AN ASSIGNMENT

**Name**

Assignment Name
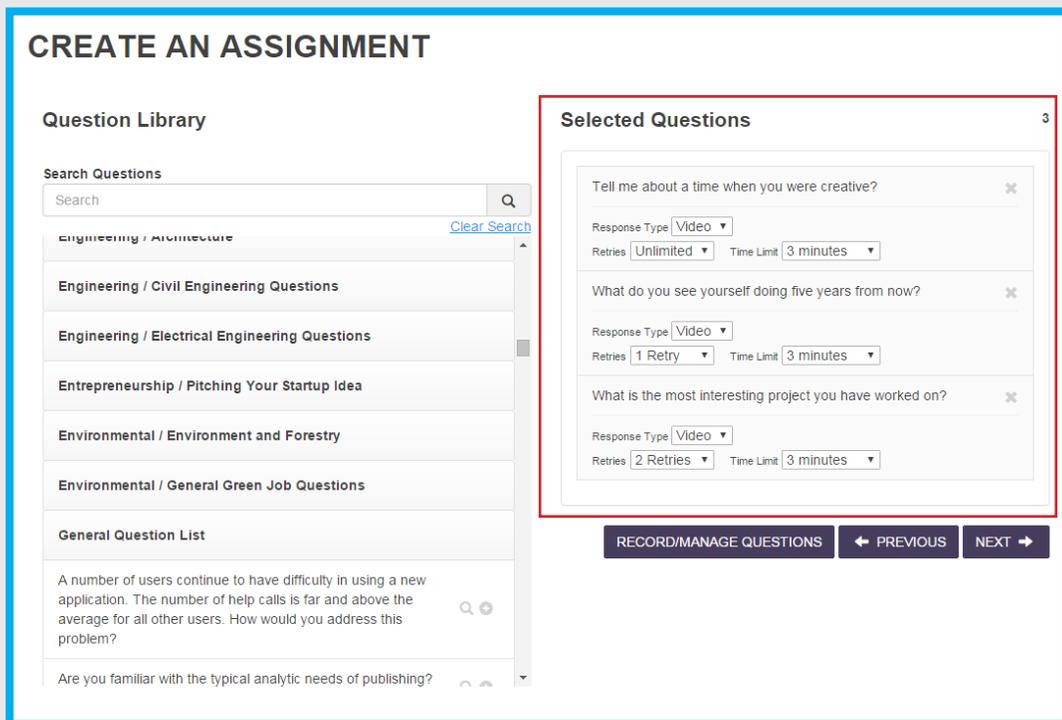
**Description**

Description

**Due Date (EST)**

03/15/2016 12:00 AM

**4** The second page is where you will be able to select interview questions from a database that includes thousands of pre-recorded questions from a wide variety of industries/topics.

- Simply, click on an industry/topic and the system will display the questions underneath that particular section.
- Next, drag the question you would like to use into the Selected Questions section (Highlighted in Red below)

***Note: We recommend limiting the interview to five questions.***

## CREATE AN ASSIGNMENT

### Question Library

**Search Questions**

Search                                         🔍

Clear Search

Engineering / Architecture

Engineering / Civil Engineering Questions

Engineering / Electrical Engineering Questions

Entrepreneurship / Pitching Your Startup Idea

Environmental / Environment and Forestry

Environmental / General Green Job Questions

General Question List

A number of users continue to have difficulty in using a new application. The number of help calls is far and above the average for all other users. How would you address this problem?                                         🔍 ⊕

Are you familiar with the typical analytic needs of publishing?   🔍 ⊕

### Selected Questions                                         3

Tell me about a time when you were creative?                    ✖

Response Type [ Video ▼ ]
Retries [ Unlimited ▼ ]    Time Limit [ 3 minutes ▼ ]

What do you see yourself doing five years from now?            ✖

Response Type [ Video ▼ ]
Retries [ 1 Retry ▼ ]    Time Limit [ 3 minutes ▼ ]

What is the most interesting project you have worked on?      ✖

Response Type [ Video ▼ ]
Retries [ 2 Retries ▼ ]    Time Limit [ 3 minutes ▼ ]

[ RECORD/MANAGE QUESTIONS ]   [ ← PREVIOUS ]   [ NEXT → ]

*Please note: In the Selected Questions section, you are able to specify a time limit for each response and if you would like for students to have the ability to retry their response.*

**5** On the third page of the form you will be able to create a custom message that will be included in the email sent to your students. In addition, this is where you may either list the email addresses for your students (NOTE: email addresses need to be entered in the field with only one per line) It is also best practice to include your own email address to verify system messages are sent appropriately. Sending the assignment by email will help you maintain your roster, track student progress, and ensure automatic reminders are being sent from InterviewStream to your class.

## CREATE AN ASSIGNMENT

**Message to Recipients** *(Type a message below.)*                    Characters remaining: 600

> This message will be added to the emails sent to each recipient.

**Recipient's E-mail(s)** *(Hit enter after each email, one address per line.)*

> Participant email addresses, one address per line.

**Or select a csv file populated with just the emails**

Upload a comma delimited file (CSV) here that contains a list of email address. You can convert an Excel spreadsheet with a list of emails to a CSV, by clicking "Save As" and choosing the "CSV" file type as shown below. Click here to download a sample of what the Excel file should look like before saving as a CSV.

Save as type: Excel Workbook (*.xlsx)
Excel Workbook (*.xlsx)
Excel Macro-Enabled Workbook (*.xlsm)
Excel Binary Workbook (*.xlsb)
Excel 97-2003 Workbook (*.xls)
XML Data (*.xml)
Microsoft Excel 5.0/95 Workbook (*.xls)
CSV (Comma delimited) (*.csv)

Choose File   No file chosen

☐ Check to allow Students to self-register if they provide the correct Assignment code.

☐ Check to receive an email for every Student that completes an interview.

*Please Note: You may also choose to provide students with an assignment code (See Red box above). Once students access their accounts, they will be able to enter the assignment code on their account homepage to access the assignment.*

**6** You will now be able to view your assignment from the "Assignments" tab. From this page you may follow the progress of student completion and edit your assignment details if you elected to email your students.

📁 Assignments    🎥 Interviews    ✈ Invitations    📖 Assessments    👤 My Profile    🚪 Studen

## ASSIGNMENTS

☐ Show Active & Archived?                    CREATE NEW ASSIGNMENT    SEARCH

| KEY: | NA = NO ACTIVITY | ST = STARTED | CO = COMPLETED |

| Assignment | Due DT △ | Assignment Code | Invited | NA | ST | CO | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| Test Assignment | 4/30/2016 | n7o06BrrrbDA | 1 | 1 | 0 | 0 | ✎ |

*Export is limited to the first 5,000 results. The grid filters you use above apply to the export as well.

# Post-interview | Assessment

The Assessment section of InterviewStream will be available after the interview is completed. On this page, students will have the ability to review each question from their interview or a peer's interview and use a variety of tools to rate and critique the interviews. On the right side of the page are the questions from the interview with a comment box to provide feedback for each question from the interview.

## Brady Schwendeman
Would You Hire You? Complete Your Assessment.

Interviews: Test Assignment (5/12/2016 3:02:17 PM)

PLEASE CLICK THE QUESTION TO THE RIGHT TO VIEW THAT RESPONSE

INTERVIEW**STREAM**

- ▶ Tell me about a time when you were creative?
- ▶ What do you see yourself doing five years from now?
- ▶ What is the most interesting project you have worked on?

Comment

Post a comment

POST    RESET    ☑ Pause video when I begin typing.

### Test Assignment
💬 0 Comment(s)    ⊘ 0 Filler Words    ⤴ Share

| 0 UMM | 0 LIKE | 0 YOU KNOW | 0 I MEAN |

Reset Counters

Further down the webpage, there is an Assessment section for students/professors to provide ratings for non-verbal communication, verbal communication, and behavioral traits during the interview.

In addition, reviewers have the option to provide additional written feedback about the interview in the last section of the assessment section.

## ASSESSMENT

| SELF | OTHER | SUMMARY |

### Non-Verbal Communication

| Eye contact | Select a rating... |
| Upright posture | Select a rating... |
| Friendly demeanor | Select a rating... |
| Self confidence | Select a rating... |

### Verbal Communication

| Message content | Select a rating... |
| Filler words (umm..like) | Select a rating... |
| Responses clear & concise | Select a rating... |
| Emphasize strengths | Select a rating... |
| Proper grammar / avoids slang | Select a rating... |
| Convey decision making ability | Select a rating... |

Directly below the video screen is a counter feature where reviewers may click for each "filler" word that is used during the interview (See Green-Dotted box below).



Note: This section is where students may make a hyperlink to share their assignment with classmates and peers. In order to share their interview, students MUST use the share feature (Circled in Red above) to generate a useable hyperlink. Please see the instructions below for the share feature.



After clicking the "Share" button a pop-up window will display. Next, select the "Link" tab and click the "Generate Link" button. A link will appear in the field below that students can use to share the interview with peers.

## Questions?

If you have any questions or concerns, then please do not hesitate to reach out to the Employer Relations and Recruiting Services Team at recruitaduke@jmu.edu

**We hope you enjoy using InterviewStream!**