On your InterviewStream homepage, click on the “Assignments” tab.

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

- 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?

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.
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.

**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.

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.
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.

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.
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!