

Big Interview Student Guide

Big Interview allows you to practice your interviewing skills and learn strategies to improve wherever and whenever you want to. Additionally, more and more companies are conducting virtual recruitment, so Big Interview gives you the opportunity to become more familiar and comfortable with this medium.

Quick Start:

How to Register:

STEP 1: Go to <https://utk.biginterview.com/>

STEP 2: Enter your school email address, name, and password, and click "Create my Account"

STEP 3: You'll then receive a confirmation email (check junk mail). Click "Verify" in the email, and you'll be able to start using Big Interview.

Additional Information:

While Big Interview is user friendly, the rest of this guide serves as a reference to help you fully utilize all that Big Interview has to offer.

Dashboard Area:

The Big Interview Dashboard is where you'll first start off after logging in. Here you will notice two tracks developed specifically for the two most common interviewing scenarios.

1. FAST TRACK
 - If you're short on time and need to get better very quickly, the Fast Track is the best place to start.
2. MASTERY TRACK
 - If you have several weeks before your next interview (or no set date), then you may want to complete the Mastery Track. It's designed to turn you into an interview ace, and really help hone your skills.

Interview Training Area:

In your navigation bar, click on LEARN. You will now see two tabs. The first is the VIDEO CURRICULUM, which includes 10 video lessons covering all aspects of interviewing. To select a lesson, click on the lesson name.

- Lesson 1 – Job Interview Fundamentals
- Lesson 2 – Job Interview Best Practices and Common Mistakes
- Lesson 3 – Mastering Nonverbal Communications
- Lesson 4 – Analyzing the Job Description
- Lesson 5 – Tell Me About Yourself
- Lesson 6 – Why Do You Want to Work Here?
- Lesson 7 – Behavioral Questions and Your Interview Stories
- Lesson 8 – Your Strengths and Weaknesses
- Lesson 9 – Where Do You See Yourself in Five Years?
- Lesson 10 – Ask Smart Questions

The second tab is the WRITTEN CURRICULUM, where you'll find a list of modules and within each module a list of written lessons. The main WRITTEN CURRICULUM categories are below. To select a module, click on the module name.

- Module 1 – Interview Basics
- Module 2 – Resumes and Cover Letters
- Module 3 – Landing the Interview
- Module 4 – Informational Interviews
- Module 5 – Interview Prep
- Module 6 – Acing the Interview
- Module 7 – Follow Up
- Module 8 – Top 10 Questions
- Module 9 – Behavioral Interviews

Practice Interview Area:

Here you will be able to continually practice all kinds of interview questions until you feel prepared for your upcoming interview.

Step 1: Click PRACTICE INTERVIEWS on your navigation bar. You'll now see six main interview practice categories to choose from:

1. GENERAL - this section covers about 90% of the questions you're likely to get in a job interview.
2. BY INDUSTRY – here you'll be able to choose practice interviews from dozens of industries.
3. BY COMPETENCY – here you can choose from a variety of skillsets and strengths your interviewer may be looking for in the right candidate.
4. ADMISSIONS INTERVIEWS – here you can practice interviews by program type and school, including undergrad, grad, business school, law school and med school.
5. GOVERNMENT – here you can practice interviews for a variety of federal and state jobs.
6. VETERANS – here you will find interviews for some of the fastest growing jobs for veterans.

Step 2: Begin Your Mock Interview – click the PLAY button under your interviewer. This will begin playing an interview question. To move to the next question, you will click “Next Question”.

Step 3: Recording & Reviewing – the recording buttons should be self-explanatory: Record – to begin recording. There will be a 3 second countdown to give you a moment to prepare to answer

Step 4: Visit MY VIDEOS (My Tools tab) to review your saved answers. Once an answer is saved you can do a lot with it including reviewing, rating and sharing.

- **Note:** In My Videos you can share an individual video by simply clicking on the blue SHARE button or you can share multiple videos by clicking the “check-box” next to each video, and then clicking the SHARE SELECTED button at the top of the page.

Question Library:

This is the place to go when you want to work on problem questions. You'll be able to absorb some question-specific tips and also practice repeatedly (without having to go through a whole mock interview).

Step 1: Go to PRACTICE on your top navigation bar and then click Question Library.

Step 2: Here you'll see lists of categories and questions covering everything in Big Interview. You can search for a specific question or choose from general, industry, competency, or admissions questions.

Step 3: Choose the question or question set you would like to practice.

Step 4: After clicking on one of the questions, you'll see relevant tips and even example answers. And if you're feeling bold enough, you can directly launch the actual question itself in the mock interview module.

Big Interview Instructor Guide

How to register:

STEP 1: Email Hunter Pritchard (hpritchard@utk.edu) or Chris Shuping (cshuping@utk.edu) in order to add you as an Organizational Admin within Big Interview

STEP 2: Hunter and/or Chris will email you back with a temporary password and Big Interview will send you a verification link to confirm your account. (Tip – Check your Spam as it sometimes goes there)

STEP 3: Verify your account through the email link

Organizational Admin Tools and Functions:

There are four tabs in the Admin Area: dashboard, users, custom sets, and assignments.

Admin Dashboard: The first tab is the Admin Dashboard where you can see a snapshot of user activity and growth.

Users: From the user's tab, you can search for a user, or select a user from the *list*.

Custom Sets: Create custom mock interview sets and record custom questions in this area.

Assignments: In this area, you can create custom mock interviews and record custom questions that can be assigned to a student or group of students.

Creating an Assignment:

It's easy to create an Assignment for your users. You must be designated as an administrator (top level or org admin) by your organization to create Assignments.

STEP 1. From the admin view, click on the Assignments button (in the top nav bar)

STEP 2. Click the green button that says "Add New Assignment"

STEP 3. You will be prompted to give your assignment a name, description, and due date. Now you have the option to add Take Limits and Time Limits.

- This will allow you to decide how many times students can attempt each question and the time limit for each question.
- In addition to these options, you can also choose to make the assignment "Private" (only the assignment creator can grade/view submissions) or allow students to share the assignment externally.

STEP 4. Next you have the option of selecting from a pre-made template or building your own assignment from scratch.

STEP 5. You can edit a pre-made template or build a list of questions from our question library.

STEP 6. Click on the question to add it to your Assignment and click "Save & Continue" to move the next step.

STEP 7. Now you will select the grading criteria for your assignment. You can select the default criteria or add custom criteria.

STEP 8. Review the details of your assignment to ensure you're satisfied. Then click "Save & Publish".

STEP 9. You can now see the live assignment on the main Assignments page.

STEP 10. Copy the "Access Code" to share with the users meant to complete the assignment. Once the access code has been entered, you will no longer be able to edit your assignment.

Rating & Reviewing Practice Videos:

There are two ways to access user Practice videos to rate and review. Users can share the videos with you via email or you can look up the user in the admin area.

METHOD 1:

- When a user shares a Practice video with you, you'll receive an email notification. Click on the link to rate and review the video. You do not need to have a Big Interview account in order to review the videos.
- When you click on the link, you'll be taken to the external rating page.
- You can rate the user's response based on 10 verbal and nonverbal cues and provide them with more detailed feedback in the form below. Enter your name/email and click "Save Review".
- The user will be notified by email after you have submitted your feedback.

METHOD 2:

- From the admin area, click on the USERS tab. Search or browse for the user. Click on view to see a list of videos the user has recorded. Please note, the student must mark their videos as "visible" in order for you to rate and review.
- You can now rate and review the videos as described above.