interviewstream

User Guide

InterviewStream Prep: User Guide

Table of Contents - *Select a topic to view the guide*

interviewstream

Have a Question?
Contact your InterviewStream
representative or email us at
support@interviewstream.com

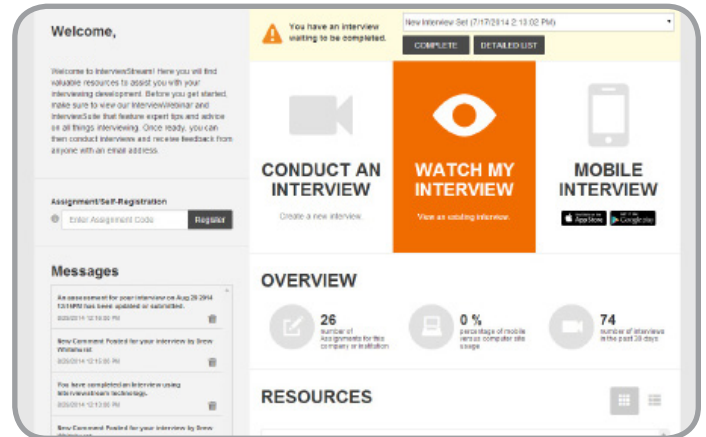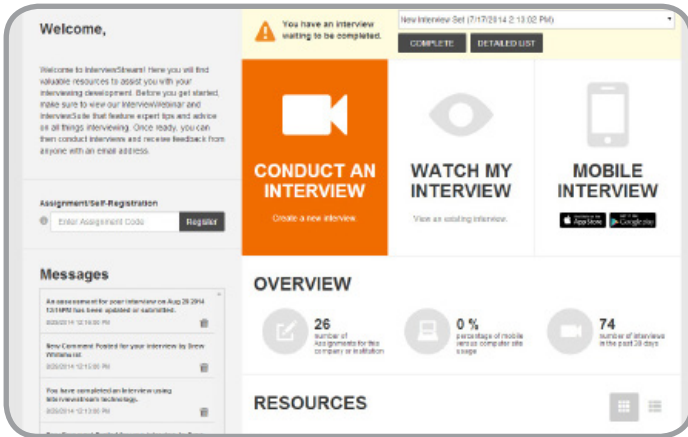## Create An Account & Register For Free
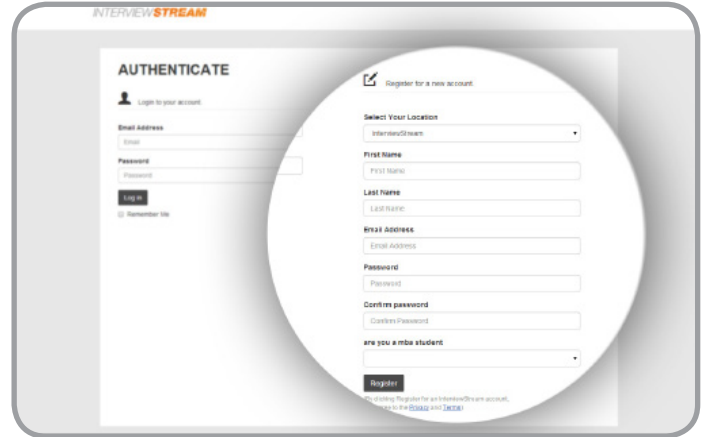
1 Click "Register" in the upper right hand corner of the page to set up your account.

2 Select a location, then enter your name and email address, and create a password. Click "Register" to create your account.
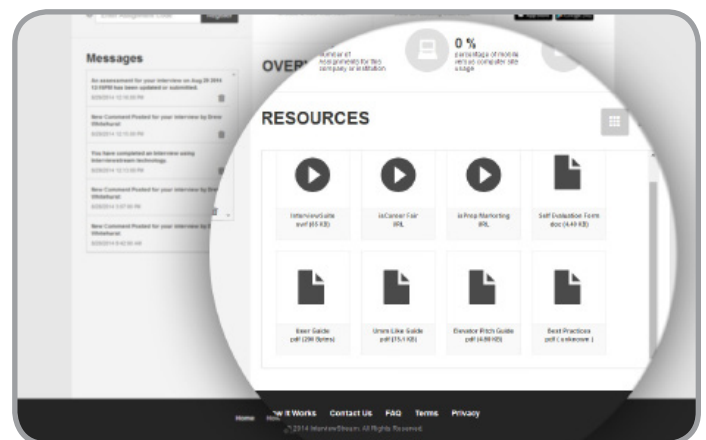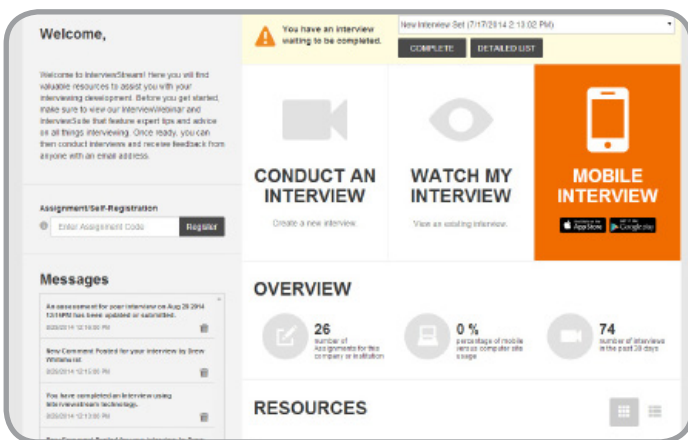
interviewstream

Exploring The User Dashboard

1 Click "Conduct An Interview" to select an interview to take.

2 Click "Watch My Interview" to view your recorded interviews as well as submit comments and assessments.
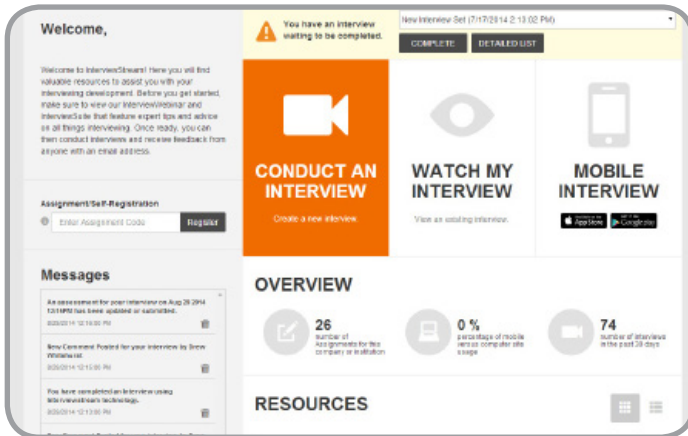

**3** Click "Mobile Interview" to view instructions on how to take interviews on your mobile devices.

4 Scroll down to view the list of available resources in the Resource Center.

interviewstream

Have a Question?
Contact your InterviewStream representative or email us at support@interviewstream.com
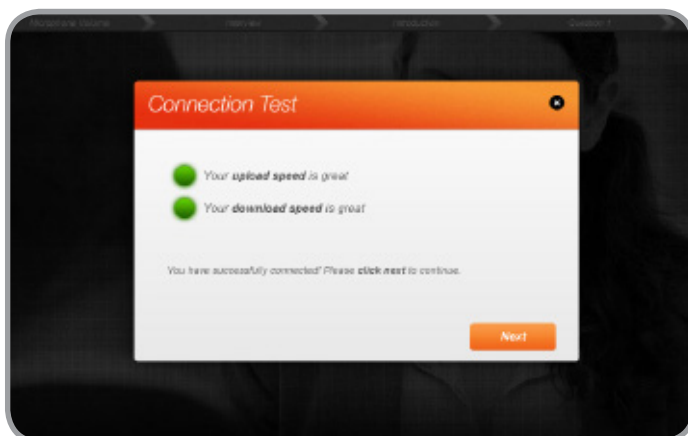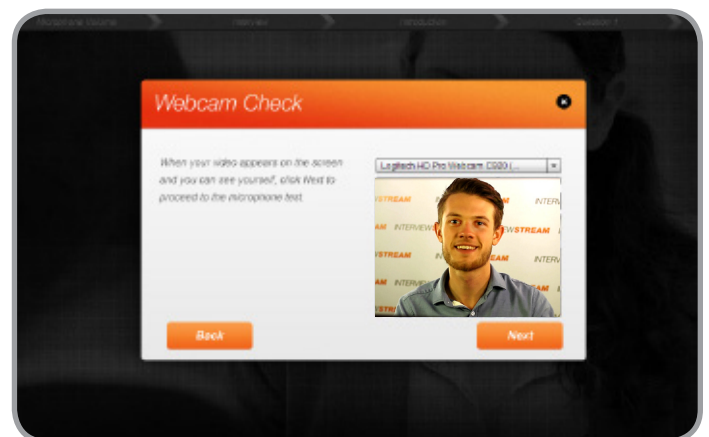
Conducting An Interview

1 Click "Conduct Interview" if you are ready to select an interview and get started.
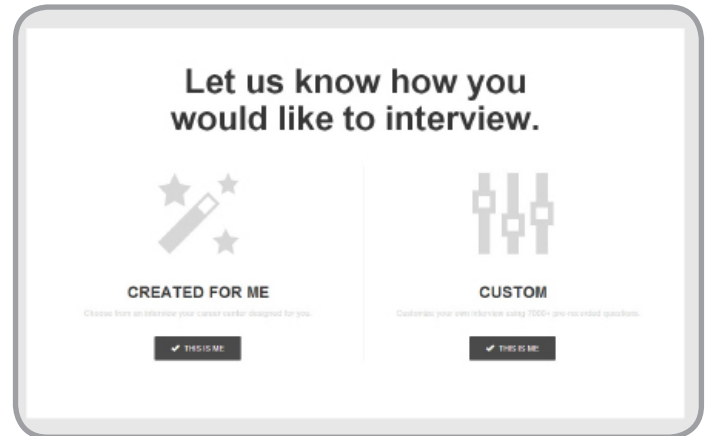
2 Select "Created For Me" to complete a previously created interview, or select "Custom" to create your own interview.
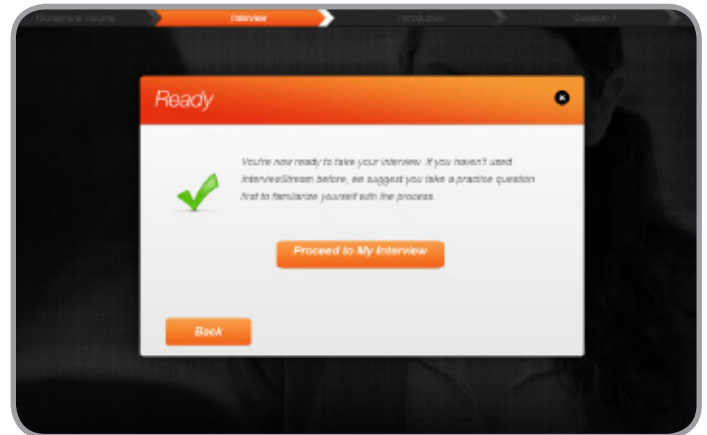

3 After beginning your interview, the system will take you through three system checks. The first is an internet speed test. Click "Next" when prompted.

4 The second test is a webcam check. Click "Allow" to give the system access to your webcam. Click "Next" when prompted.
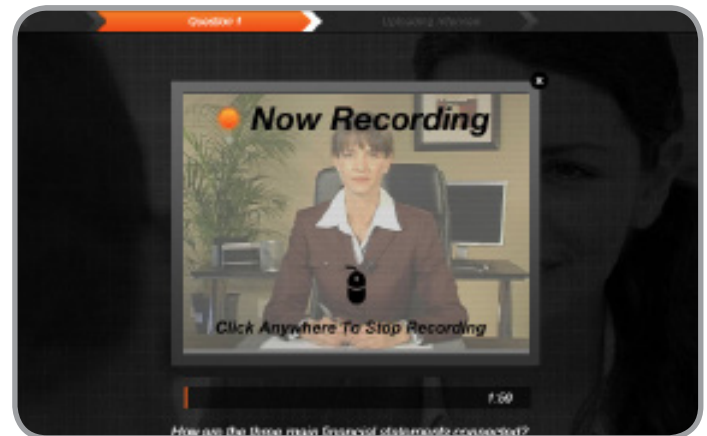
interviewstream

5 The third system check is a microphone check. Speak normally and adjust the gray slider until your volume peaks at the red line. Click "Next" when prompted.

6 To move forward select "Proceed To My Interview".
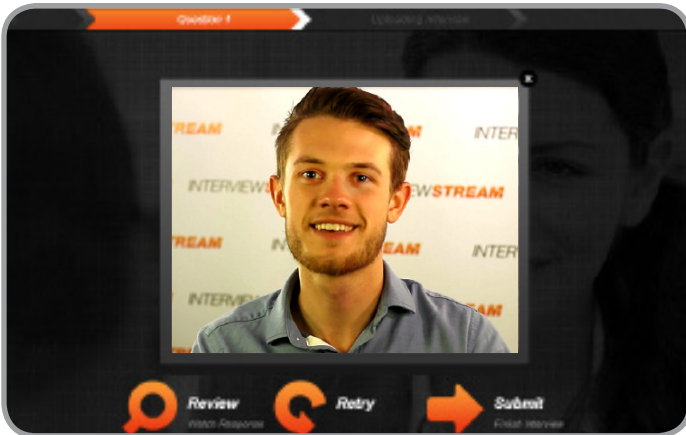

7 The interview includes a short introduction. The first question will be asked immediately after the introduction's completion.
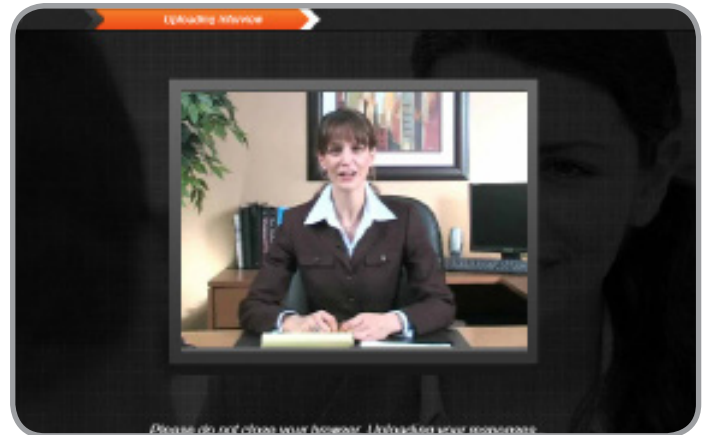

8 The first question will be asked, you'll be given a countdown, and will immediately be recording your response. Click anywhere to stop recording.

interviewstream

9 After recording your response you'll have three options. You can review, retry, or submit your response.
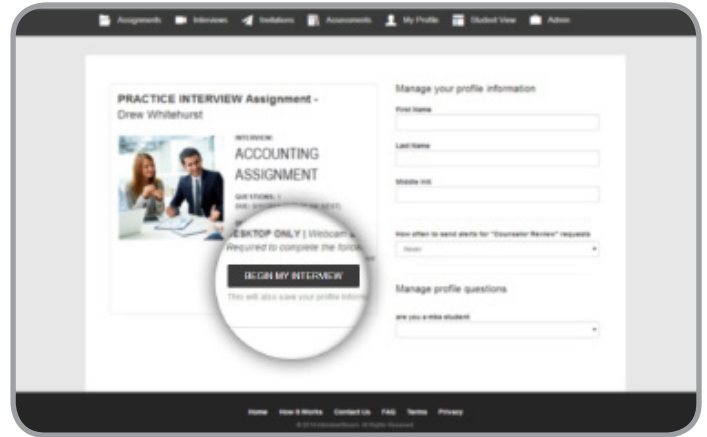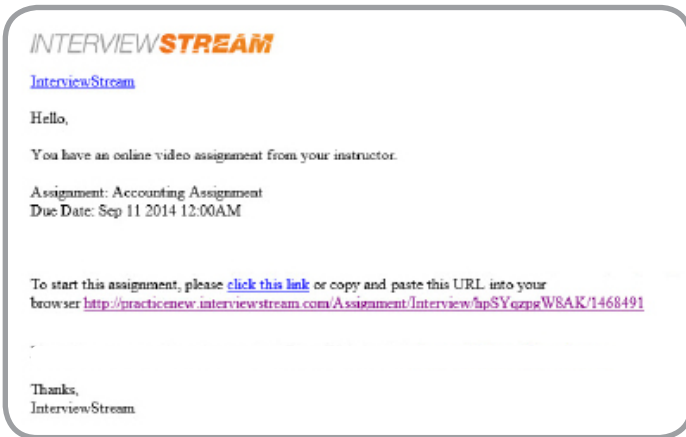

10 After submitting your final response an outro video will play and your responses will be uploaded. Be sure to leave your browser open until the upload is complete.

InterviewStream Prep: User Guide
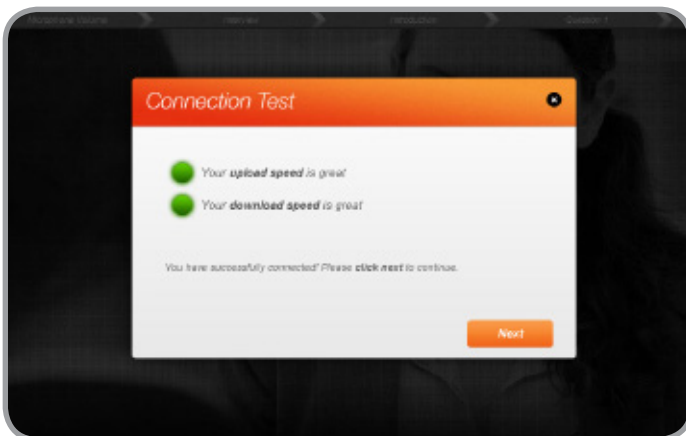
Completing An Assignment

1 You will receive an email when an instructor sends you an assignment invitation. Click the link in the email to proceed.
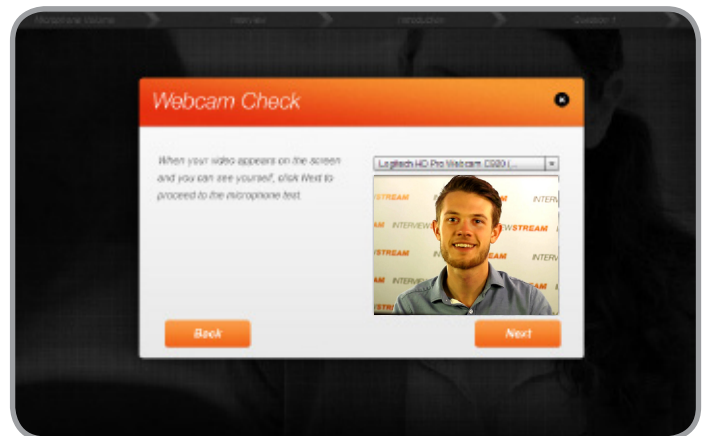

2 You'll be redirected to the Assignment landing page. Click "Begin My Interview" to start the assignment.

3 After beginning your assignment, the system will take you through three system checks. The first is an internet speed test. Click "Next" when prompted.
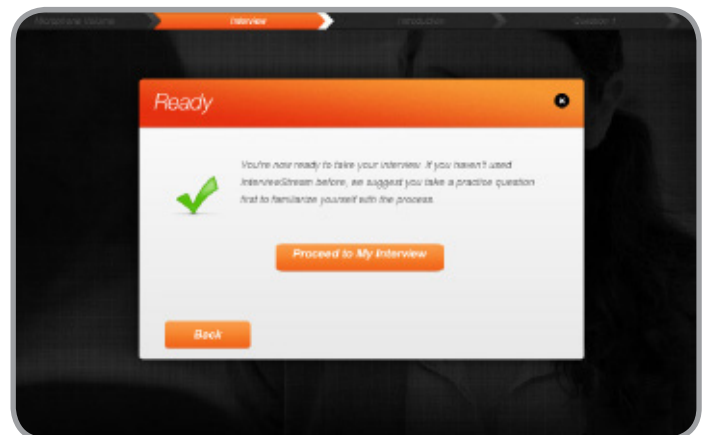

4 The second test is a webcam check. Click "Allow" to give the system access to your webcam. Click "Next" when prompted.
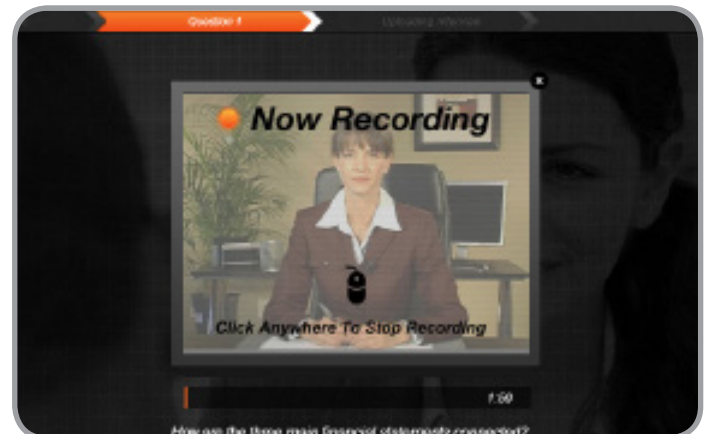
interviewstream

5 The third system check is a microphone check. Speak normally and adjust the gray slider until your volume peaks at the red line. Click "Next" when prompted.

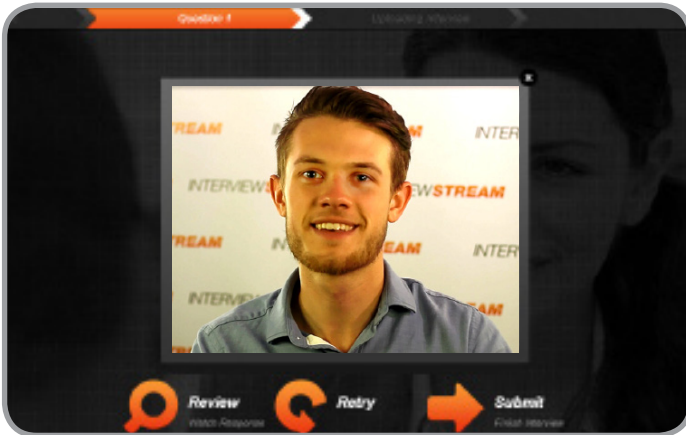**6** To move forward select "Proceed To My Interview".

7 The interview includes a short introduction. The first question will be asked immediately after the completion of the introduction.
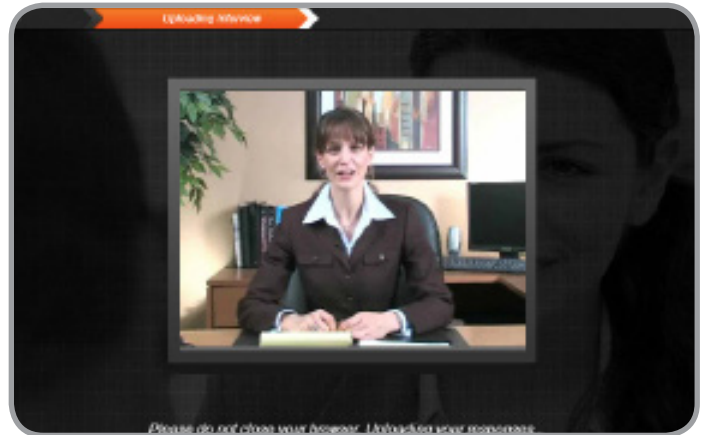
8 The first question will be asked, you'll be given a countdown, and will immediately be recording your response. Click anywhere to stop recording.

9 After recording your response you'll have three options. You can review, retry, or submit your response.
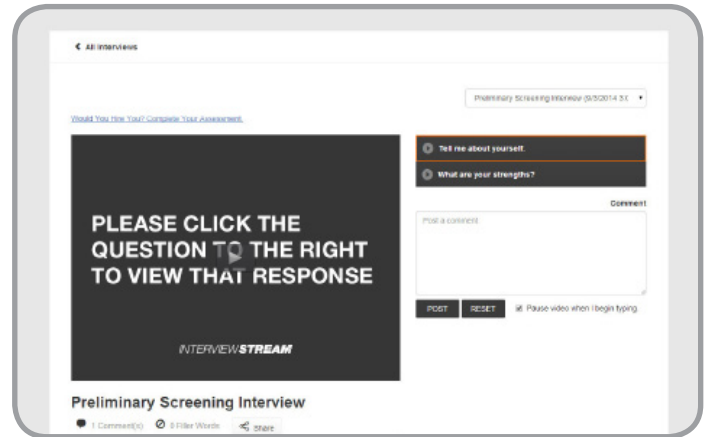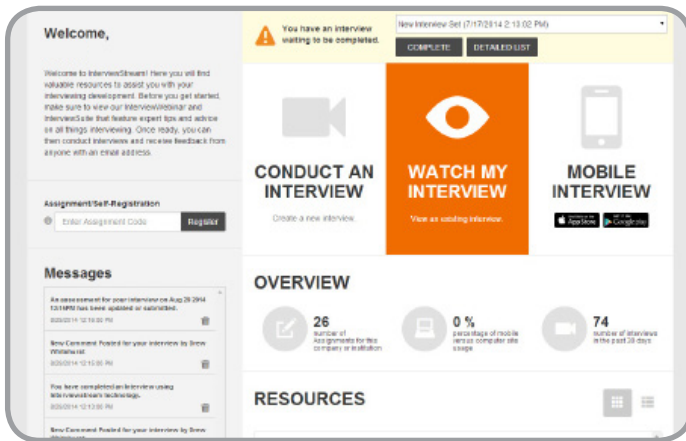

10 After submitting your final response an outro video will play and your responses will be uploaded. Please leave your browser open until the upload is complete.
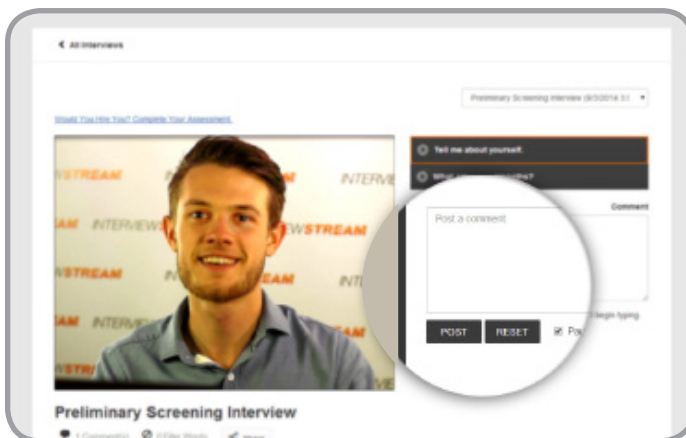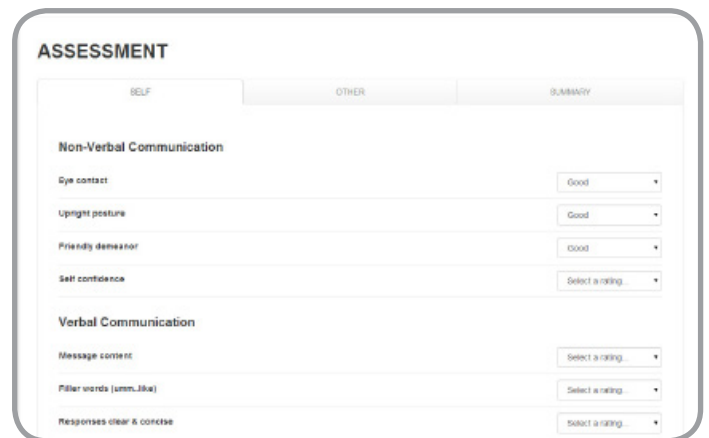
Watching Your Completed Interview

1 Click "Watch My Interview" to view your recorded interviews as well as submit comments and assessments.

2 Click the questions on the right to view the recorded responses.
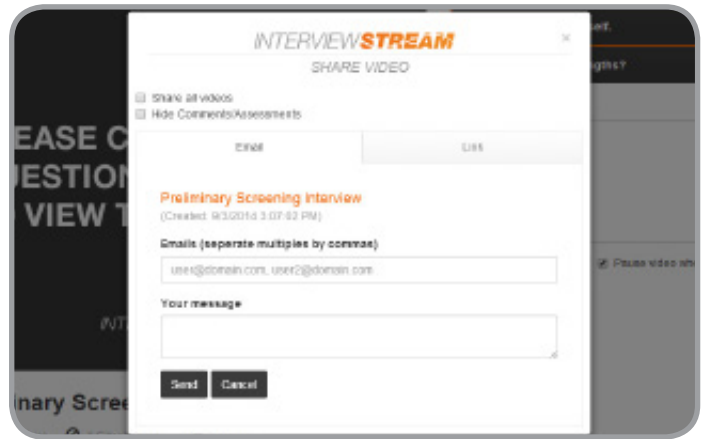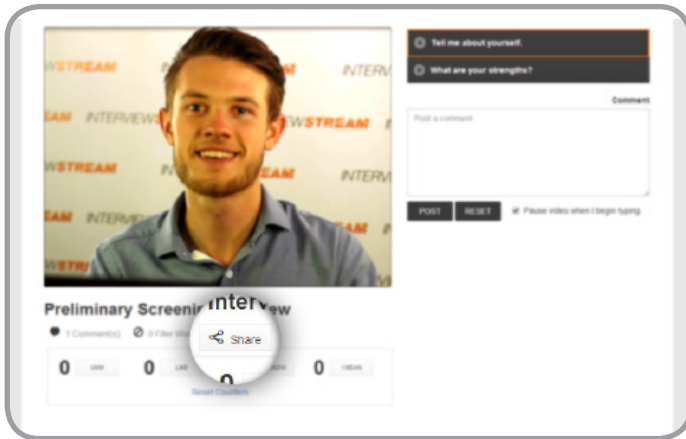

3 To add a comment, type in the comment box. Click "Post" to submit the comment.

4 Scroll down to view the assessment template. Submit ratings for the criteria and click "Save My Assessment".

interviewstream

5 To share your interview click "Share".

6 Share the interview through an email from the system by typing in email addresses and a message and clicking "Send". You can also share the interview through a public link.

System Requirements

- Interview Requirements
  - Webcam
  - Computer Microphone
  - High Speed Internet Connection (Cable, Fiber, DSL)

- System Requirements
  - XP, Vista, Windows 7 & 8, OSX 10+, iOS, Android
  - Processor: 2.0 GHZ or better
  - Memory: 2GB or better
  - IE 9*, Firefox 3.0+, Chrome 3.0+, Safari 5+
    - *InterviewStream recommend browsers - Chrome 3.0+, Firefox 3.0+, IE 11+, or Safari 5+

interviewstream