Career Services Virtual Mock Interview Training

Log into the Jacket Jobs Student Portal to access Optimal under the "Additional Resources" tab

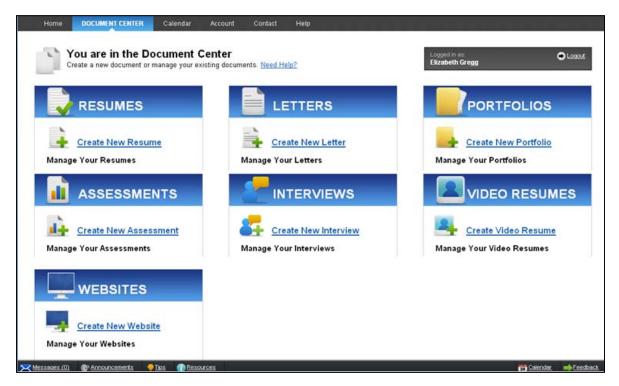


1. If you have not accessed *Optimal* prior, you must click "Create a New Account" found in the Top Left Corner. Otherwise, you can login using your UWS email and chosen password.

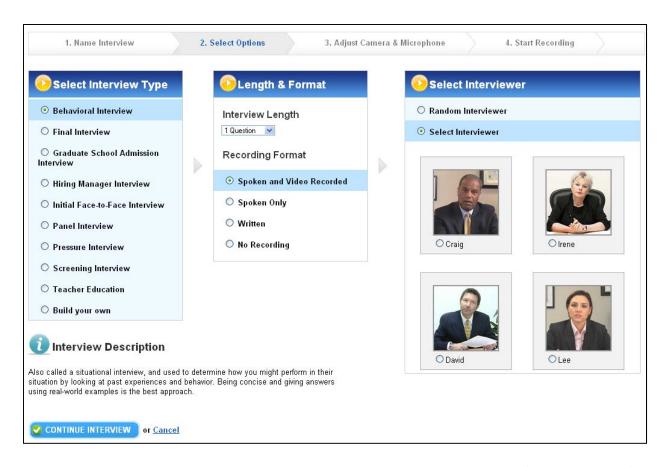
NOTE: This account is different from your Jacket Jobs account



After logging in, you will be taken to the "Document Center"



3. To begin a new interview, click "Create New Interview." A new page will load and you will be prompted to name your interview.



- 4. Select an Interview Type. Clicking on an interview type will show a description of what to expect if you're unfamiliar with interviewing. There's also a Build Your Own option that allows you to select your own questions and customize an interview to your needs.
- 5. Choose the number of questions and format of your interview. Please note that the maximum number of questions allowed is different for every interview type, so clicking on a new interview type will change the options available to you. Below the number of questions menu are four options for your interview format:

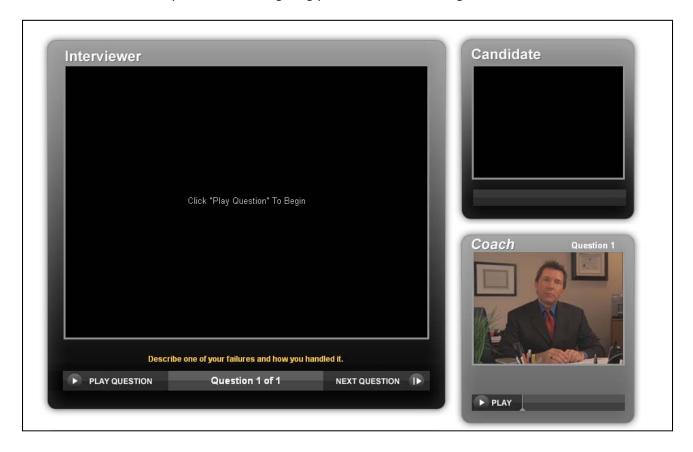
Audio and Video: Record video responses with your webcam and microphone. This is a great option if you want to evaluate attributes such as eye contact, facial expressions, and body language.

Audio Only: If you only have a mic, select this option to record voice responses to questions. **Written:** Write responses to interview questions.

6. Select your Interviewer. You can click Random, if you have no preference for a specific interviewer or you can click Select Interviewer and choose from one of the people available.

7. Configuring Audio and Video Settings

- i. First, you will be prompted to click "Allow" to give the program access to your webcam and microphone. Make sure your media is properly connected and the speakers on the monitor are turned on using the knob on the right.
- ii. Select your webcam driver from the drop-down menu. At this point, you should see a feed from your webcam to the page. Be sure to position your webcam where you would like it to be for the interview.
- iii. Select the microphone you wish to use from the drop-down menu. If your microphone is working properly, you should notice the changes in activity level below. The ideal activity level should be around 50%.
- iv. When you're done configuring your audio/video settings, click Continue.



8. Recording Your Interview

- i. Play Question Hear you Interview Question. You won't be able to record a response until you've heard the entire question. You are free to record your responses in any order you wish. If you don't want to respond to the current question right now, you can click Next Question and be taken to the next question on the list.
- ii. **Record** Gives a 3-second countdown and begins recording your response.
- iii. **Stop** Stops the recording and you will be able to view you response by clicking **Play**.
- iv. Redo & Save You can see your response and choose to Save or Redo it.
- v. **Interview Coach** Provides tips for answering the current question.

9. Preview Your Interview

i. When you're finished recording responses for every question on the list, a Preview button will appear at the bottom of the page and you will be able to view your interview in its entirety.

TOOLBARS, TIPS, and REMINDERS

MAIN TOOLBAR

Home Document Center	Calendar	Account	Contact	Help
----------------------	----------	---------	---------	------

Document Center

Acts as the hub for all your documents once logged in. You can create new documents or edit and update previously created files by clicking on the given name

Calendar

This tool is not utilized on UW-Superior *Optimal*, as all events can be found on the Career Services Website, Jacket Jobs, and Facebook

Account

Utilize this area to update contact information or change a password

Contact

Contact UWS Career Services electronically with any comments, questions, suggestions, or concerns you may have regarding *Optimal*

Help

Find guides and instructions on the various *Optimal* Builders and troubleshoot common problems, including the Portfolio Builder

INTERVIEW TOOLBAR



Rename

Change the name of your interview

Delete

Delete the entire interview

Review Center

Send the interview to a career counselor and include a message if desired

Share

Share your interview on multiple platforms including, but not limited to, email, Google, and LinkedIn

To Do List

Keep track of what needs to be done, by creating To Do Lists per interview

Switch Interviews

Work on multiple interviews within the builder by simply switching between them

REMINDERS

Auto Save

Optimal continually saves information to a server, meaning you can stop working on the portfolio builder at any time and all your submitted work will be stored