

## InterviewStream Prep: User Guide

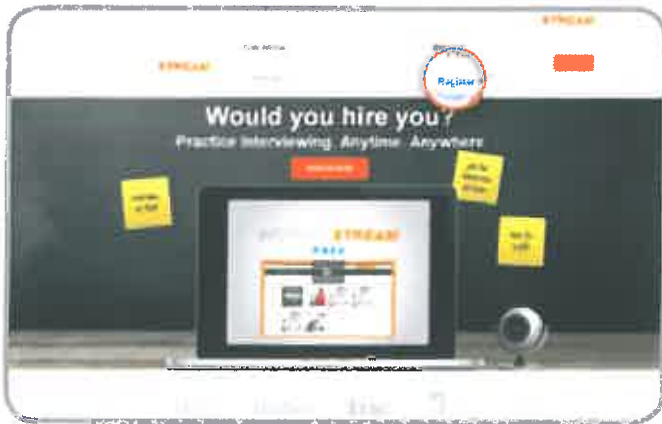
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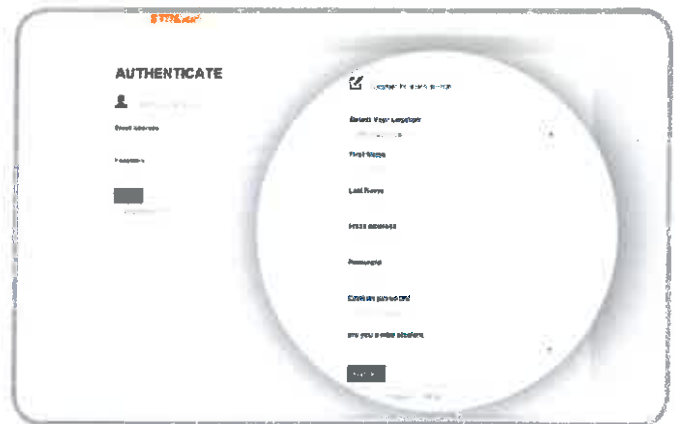
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# InterviewStream Prep: User Guide

## Create An Account & Register For Free



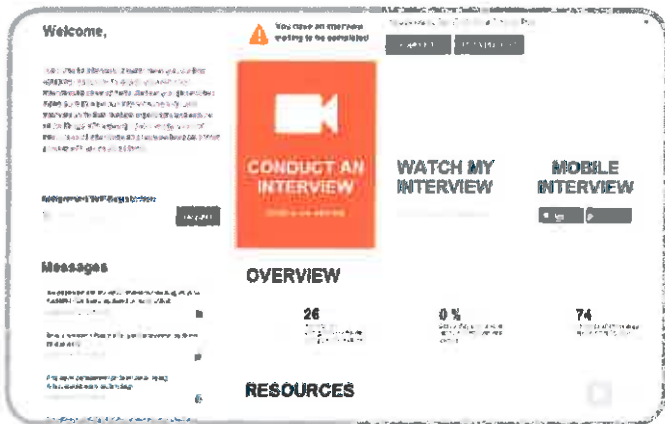
- 1** Click “Register” in the upper right hand corner of the page to set up your account.



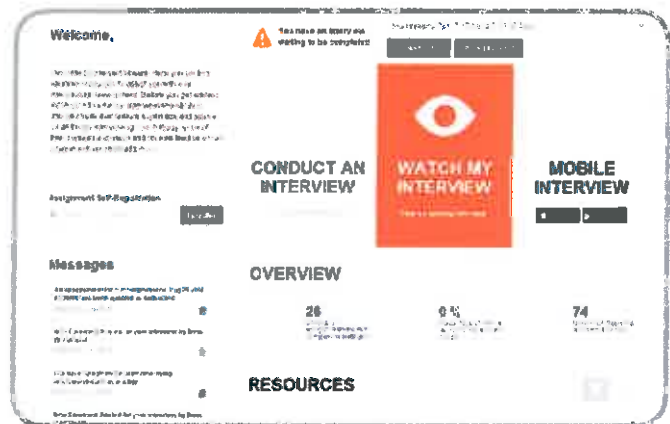
- 2** Select a location, then enter your name and email address, and create a password. Click “Register” to create your account.

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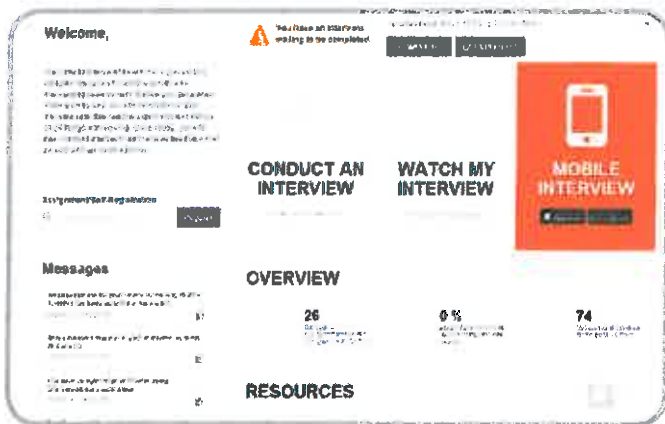
## Exploring The User Dashboard



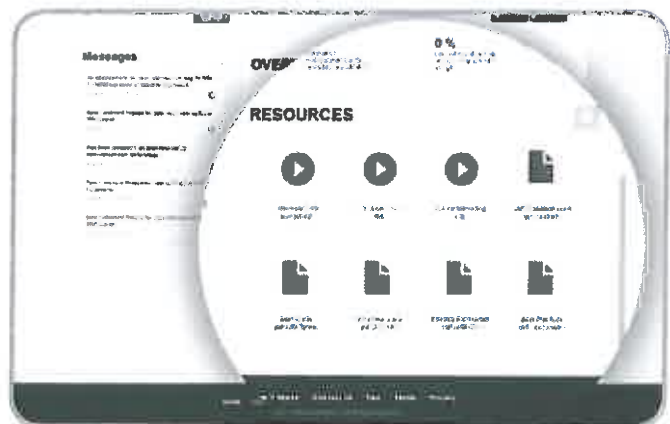
**1** Click "Conduct An Interview" to select an interview to take.



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



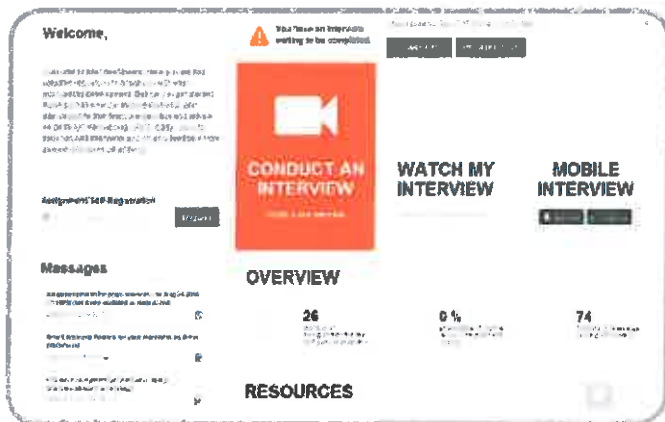
**3** Click "Mobile Interview" to view instructions on how to take interviews on your mobile devices.



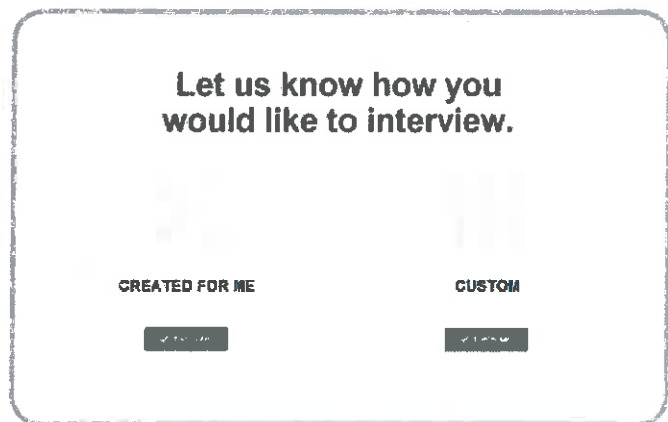
**4** Scroll down to view the list of available resources in the Resource Center.

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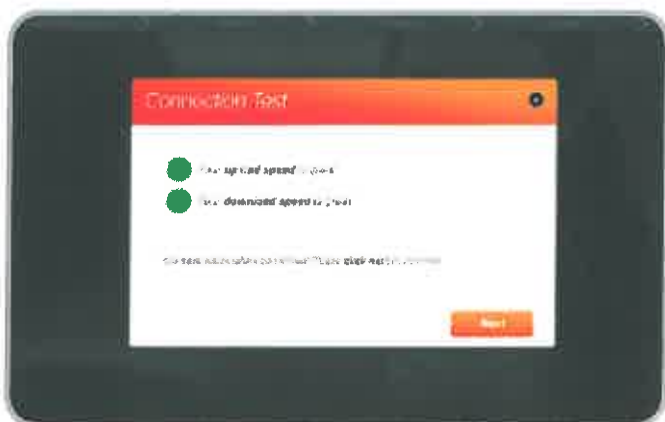
## Conducting An Interview



**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.



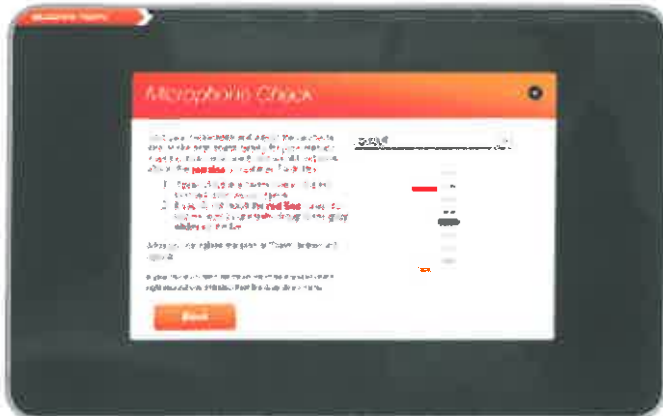
**3** After beginning your interview, the system will take you through three system checks. The first is an internet speed test. Click "Next" when prompted.



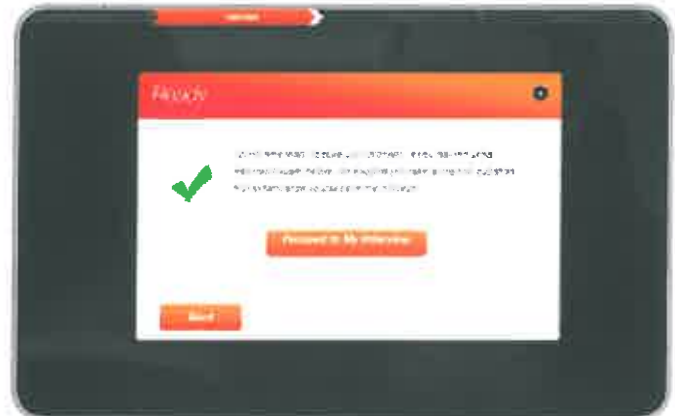
**4** The second test is a webcam check. Click "Allow" to give the system access to your webcam. Click "Next" when prompted.



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**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.

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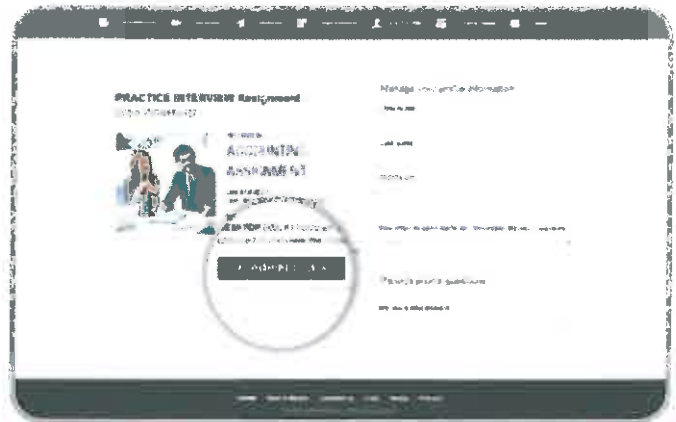
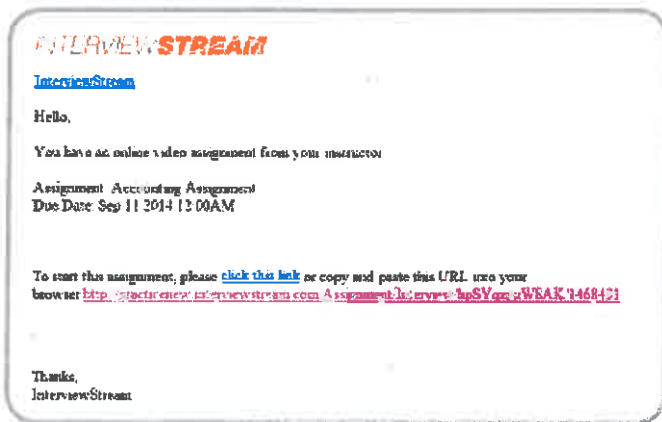
- 9** After recording your response you'll have three options. You can review, retry, or submit your response.



- 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.

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## 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.

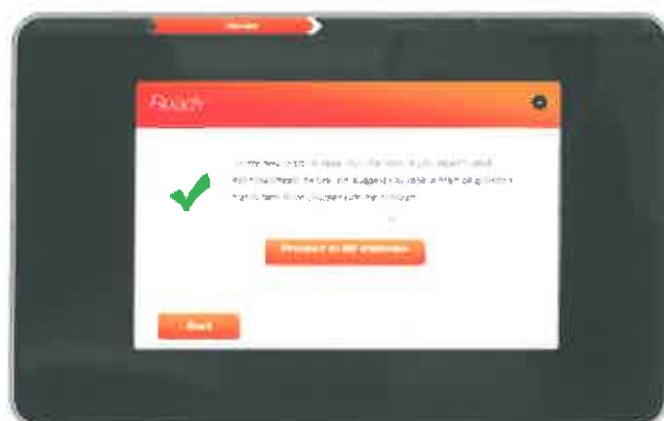


**4** The second test is a webcam check. Click "Allow" to give the system access to your webcam. Click "Next" when prompted.

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**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”



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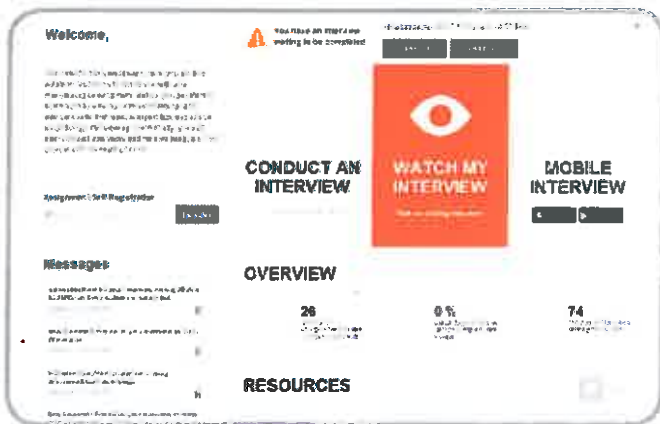
**9** After recording your response you'll have three options. You can review, retry, or submit your response.



**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.

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## Watching Your Completed Interview



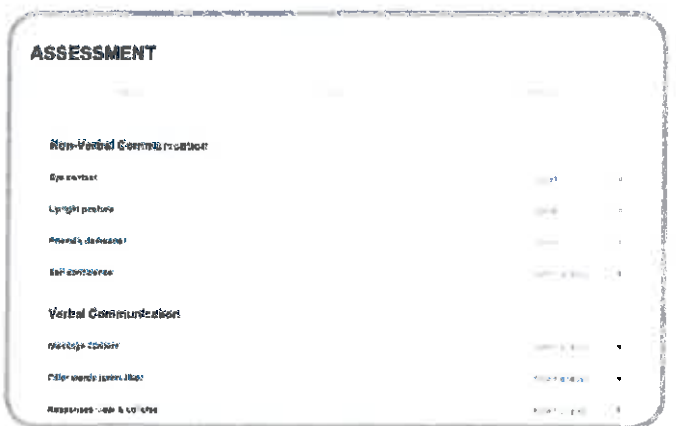
**1** Click "Watch My Interview" to view your recorded interviews as well as submit comments and assessments.



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

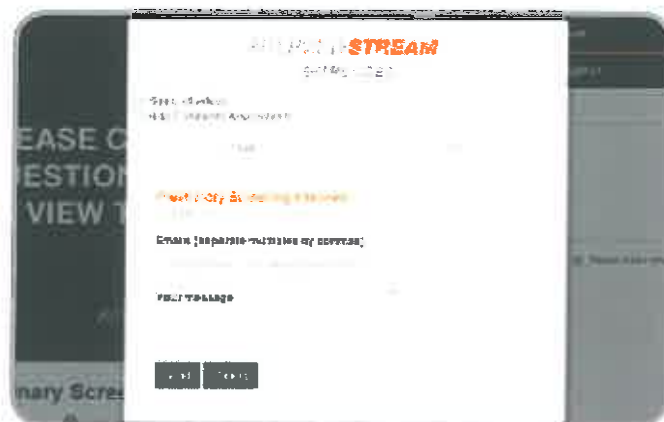


**3** To add a comment, type in the comment box. Click "Post" to submit the comment.



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

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To share your interview click "Share"

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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+