

# InterviewStream User Guide

## Duquesne University School of Law

### Career Services Office

## Create an Account or Login

- 1) Access the Law School's InterviewStream portal by visiting The Common Plea ([www.duqlawblogs.org/cso](http://www.duqlawblogs.org/cso)) or DuqLawConnect (click on the InterviewStream link under the "Shortcuts" section). (If you have misplaced your log-in information, contact [lawcareers@duq.edu](mailto:lawcareers@duq.edu).)
- 2) Click 'Create Account' to create a free account or login with your email and password in the upper right corner of the page.
- 3) Enter your Name, Username or Email, create a password and the click 'Register.'

**INTERVIEWSTREAM™** Support ?

INTERVIEWSTREAM™  
The Pioneer in Online Video Interviews

Email - Participant ID Password [Create Account](#)  
[Forgot Password?](#)

Would you hire you?  
Take a mock interview and find out...

Practice interviewing online. Anytime. Anywhere.

**SIGN UP**

Still not sure? [Convince me.](#)

Highlighted In: THE WALL STREET JOURNAL Inc. Forbes THE WEBBY AWARDS W3C WORLD WIDE WEB

**Practice Whenever, Wherever**  
Using a MAC or PC and a Webcam.

**Choose from 6,000 Questions**  
Or select a pre-defined question set.

**See & Hear Yourself**  
Record, review, retry. Practice at your own pace.

**Watch, Assess & Share Interviews**  
Review your responses and share via email.

**Get Expert Interview Advice On Demand**  
Featuring two best-selling interview experts.

**Avoid Scary Interviews**  
Check out [Scaryinterview.com](http://Scaryinterview.com)

Most-used Video Interview Platform in over 120 Countries

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**Contact Information:**  
Email: [sample@interviewstream.com](mailto:sample@interviewstream.com)  
Phone: 555-555-5555  
Web: [Visit Website](#)

**INTERVIEWSTREAM GO BETA**  
Find out how you can be a part of testing InterviewStream's latest release. Break out those iPads and practice interviewing on InterviewStream Go.

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### Registration

Sign Up for InterviewStream Demonstration

Enter your information to create an account

First Name:

Last Name:

Email Address:

Password:

Confirm Password:

**Register**

# Getting Started

- 1) Click 'Conduct Interview' if you have a webcam and are ready to pick your interview questions and get started. If you do not have a webcam, contact the Career Services Office so you can borrow our webcam.
- 2) Click 'Watch Interview' to review and assess any interviews you have already completed.
- 3) Click 'Interview Webinar' to watch an 8-part, on-demand webinar from career expert Rob Sullivan walking you through the entire interview process (*optional*).
- 4) Click 'Expert Tips' to review video tips on how to approach common interview questions from career experts Vicky Oliver and Rob Sullivan (*optional*).
- 5) Don't forget to check out our iPad app – available now on the app store!

The image shows a user interface for 'InterviewStream'. On the left is the 'User Dashboard' with six numbered buttons: 1. Conduct Interview (with a laptop icon), 2. Watch Interview (with a computer monitor icon), 3. Interview Webinar (with a video player icon), 4. Expert Tips (with a video player icon), 5. Now on the iPad! (with a woman holding an iPad icon), and Tutorial (with a clapperboard icon). On the right is the 'Message Center' with a red border around the main message area. The message reads: 'Welcome Jennifer, Welcome to InterviewStream! Here you will find valuable resources to assist you with your interviewing development. Before you get started, make sure to view our InterviewWebinar and InterviewSuite that feature expert tips and advice on all things interviewing. Once ready, you can then conduct interviews and receive feedback from anyone with an email address.' Below the message are two links: 'Helpful Resources' and 'Need More Help?'.

**Tip:** It is always a good idea to review the information in the message center (highlighted in red). Administrators often post helpful information or instructions in this area.

# Choose an Interview or Create Your Own

- 1) Select from a pre-built interview and click 'Choose This Interview'.
- 2) Or click, 'Customize Your Own Interview'.

**? Select Interview**

**Customize Your Own Interview?  
CLICK HERE** **2**

**Demo Interview**  
CHOOSE THIS INTERVIEW

**General Interview** **1**  
CHOOSE THIS INTERVIEW

**Sample Interview**  
CHOOSE THIS INTERVIEW

- 3) To customize an interview, expand a folder, and click a question to add it to your interview. Please note your administrator may disable this feature.

Select a question from the left to add it to your list. Drag-and-drop to reorder questions, or click the [x] next to any question to remove it.

**Available Questions**

**Search** **View All**

- Business
- Education
- Engineering
- Entrepreneurship
- Environmental
- General Question List **3**
- Information Technology
- Law
- Medicine
- Public Policy
- Sciences
- Specialty Industry

**My Interview**

You have 7 questions remaining.

- Describe an Ideal work environment. [x]
- Do you have any questions about our company? [x]
- How would you define success? [x]

**BEGIN**

# Take Your Interview: The Setup Wizard

After clicking 'choose this interview' or 'begin' from the steps above the interview setup wizard will launch. In the first step you will go through an Internet connection test. Once you have passed, click 'next to continue.



In the second step, you must complete the webcam check in order to proceed. Click the 'Allow' button in the Adobe Flash Player box to give the system permission to access your webcam. Once you are satisfied with your picture, click 'next' to continue.



In the third step, you must complete the microphone check. This step ensures you have an active microphone that is loud enough to capture your recording. Raise the gray bar to increase your microphone's volume until it reaches the orange line and a 'Next' button will appear.



# Take Your Interview: Answering the Questions

## After a brief video introduction:

- The interviewer will ask you the first question.
- Time timer will count down 3..2..1 before your webcam starts recording your response



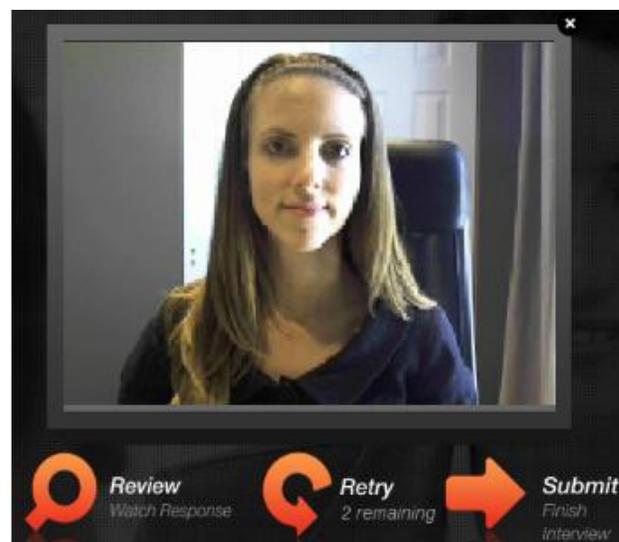
## During Your Response:

- The top of the screen will indicate your webcam is recording
- The orange timer bar will indicate how much time you have left to respond.
- Click anywhere on the screen to stop the recording



## After Your Response:

- Review: Watch your response to the question that was just asked
- Retry: Erases your previous response and allows to retry the question
- Continue: Your response is saved and you will be asked the next question



# Watch Interview: Assess, Comment & Share

You will automatically return to the user dashboard after you have submitted your interview. Click 'watch interview' to access any interviews you have completed on your account.

*Note: Job idol responses cannot be viewed from this page. They are for administrative review only.*



**View Interview**

← Previous Interview      Back to Dashboard      Next Interview →

**Jennifer Bitting**  
Average Rating: ★★★★★ (0 votes)

**Click each question to view response**  
Completed Interviews: 1 • Deleted: 17

▼ Mock Interview - 9/13/2012 1:55 PM [Delete]  
1. Tell me about yourself. (0:06) [Delete]

1

2 3 4

ASSESSMENT COMMENT SEND

0 Umm    0 Like    0 I Mean    0 You Know

5

No Comments Available

- 1) Click each question to see and hear that response
- 2) Assess your interview with our in-depth evaluation form
- 3) Leave a comment on your interview
- 4) Share your interview via email
- 5) Count your filler words – Umm, Like, I Mean & You Know