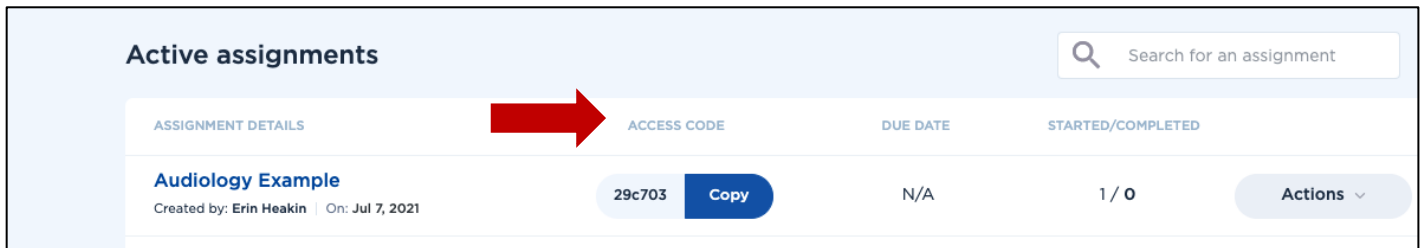


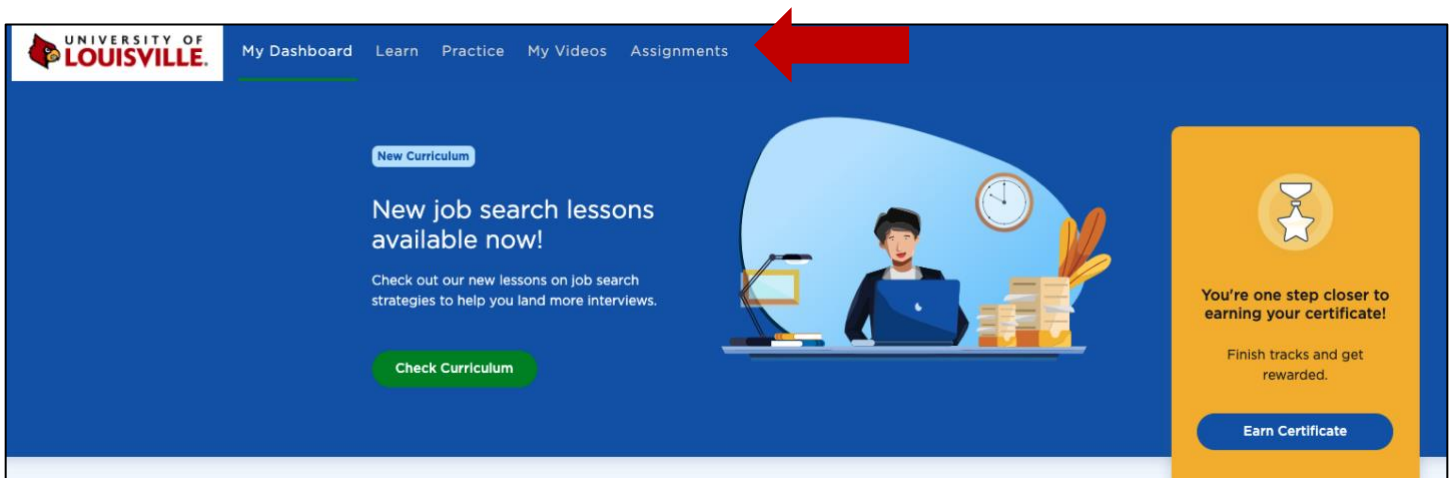
Mock Interview Assignments using

Once you have created/activated an Assignment in Big-Interview you will need to reach out to your students to provide them with the necessary information/instructions to complete the assignment. Once the student completes the interview and follows the appropriate steps listed below you will be able to review your student's recorded video without logging in to the BigInterview platform.

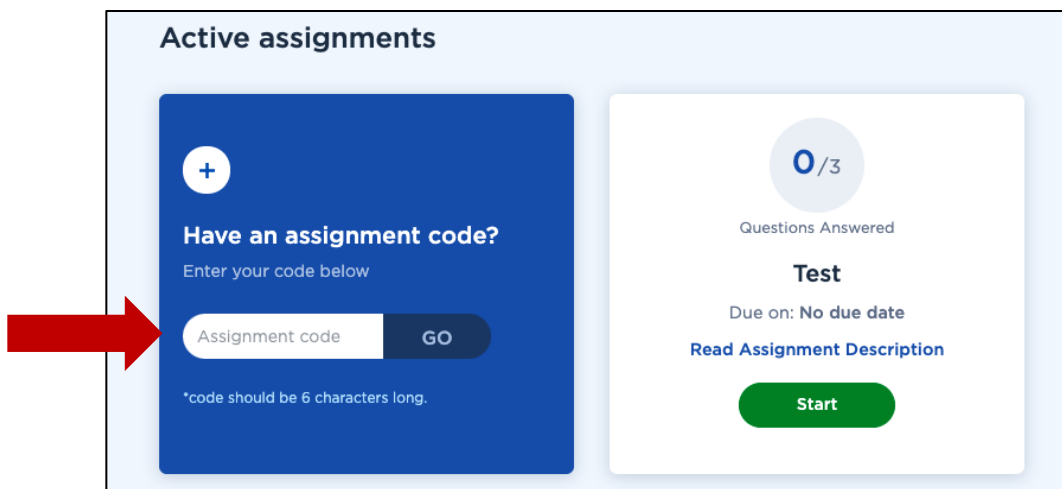
1. Students must first **register for an account** at [BigInterview](#) using their student email and log in to complete the assignment.
2. Students will also need the specific **Access Code** to complete the assignment. The access code is available upon completion of the Assignment and will be provided to you by the UCC staff.



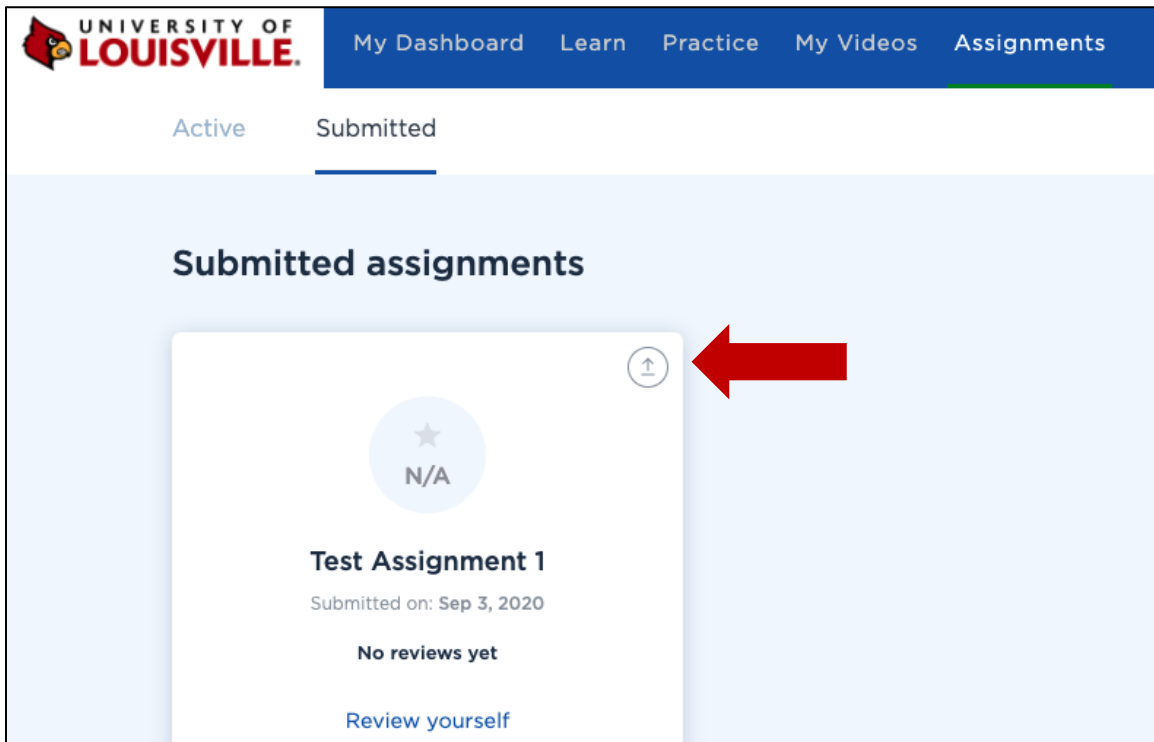
3. The student will **login to BigInterview** and click on the **“Assignments”** tab.



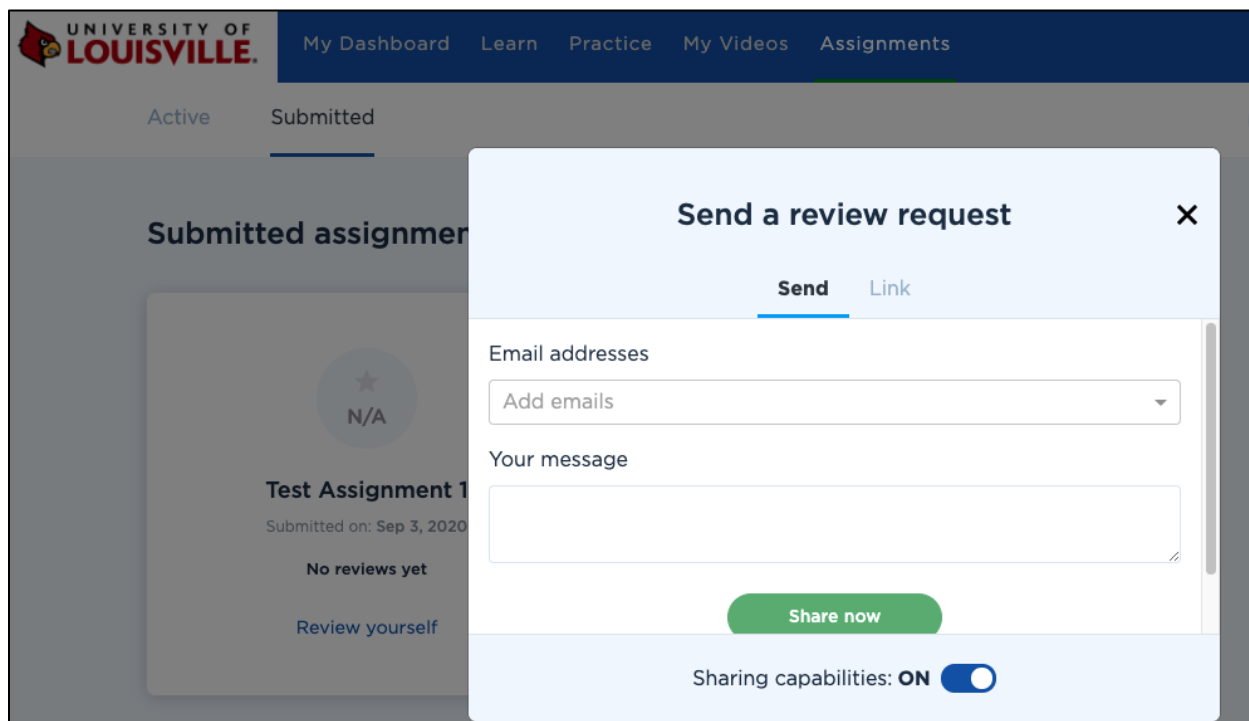
4. The student will be prompted to enter their **“Access Code”** here.



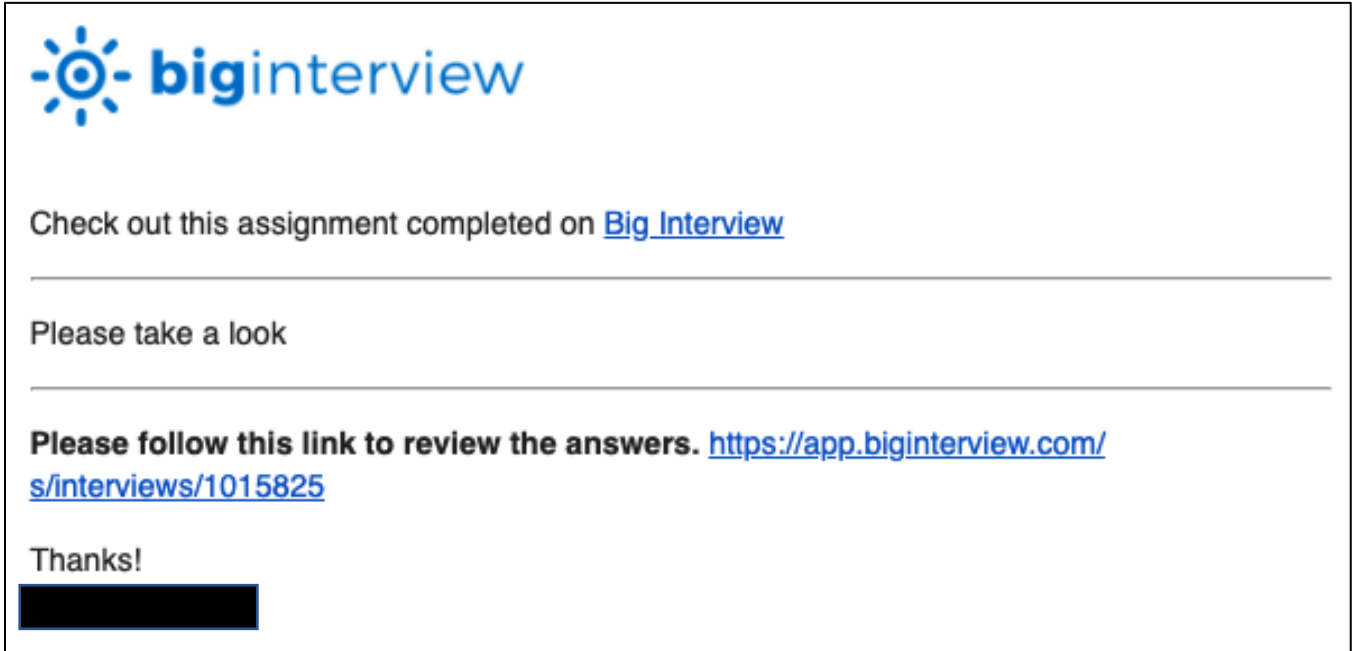
5. The student will be taken to the active assignment to **complete the video recorded interview**.
6. Once a student completes an assignment, they will **complete a self-review** to gauge their performance based on the pre-selected criteria.
7. After completing the assignment (for class requirement) students will **click on the arrow icon** in the top-right corner under Submitted Assignments to access and share the link of their recorded interview to the appropriate individual.



8. The student will then be prompted to **enter the email address for review**. This link is accessible to non-administrators in BigInterview.

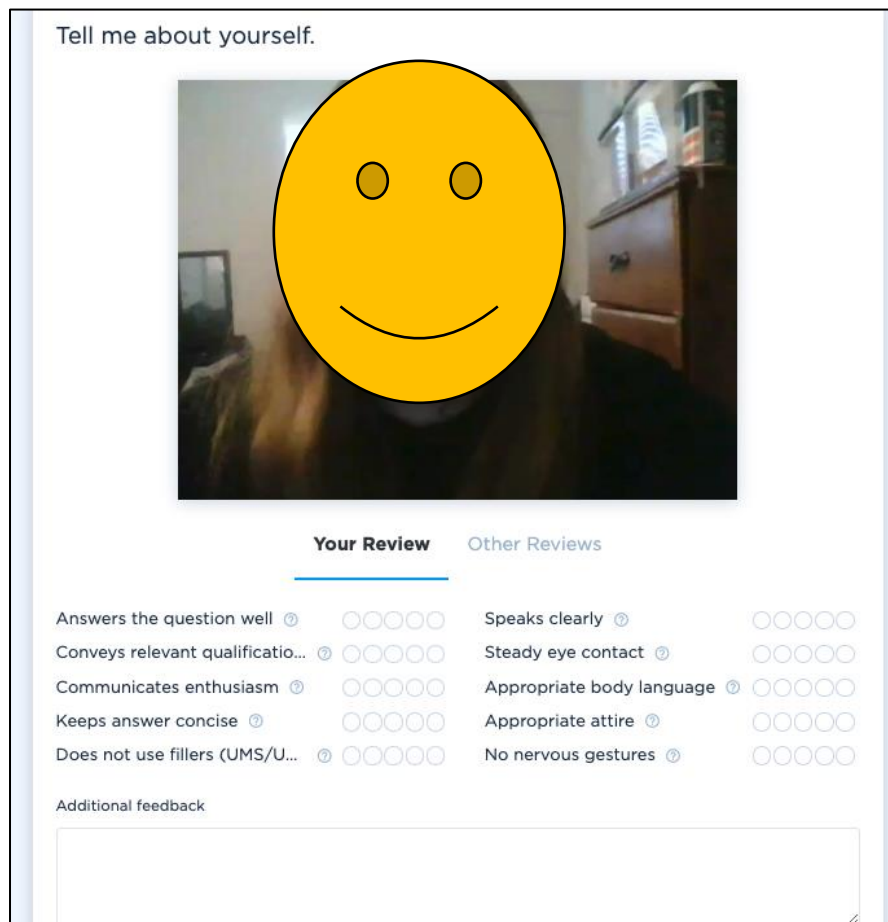


9. Once a student emails the link to the appropriate contact, an **email will be sent to the reviewer indicating that the assignment has been completed and is available for review.**



The screenshot shows an email from Big Interview. At the top left is the Big Interview logo, which consists of a blue sun-like icon with rays and the text "biginterview" in a blue sans-serif font. Below the logo, the text reads "Check out this assignment completed on [Big Interview](#)". A horizontal line separates this from the next line, "Please take a look". Another horizontal line follows. The main body of the email says "Please follow this link to review the answers. <https://app.biginterview.com/s/interviews/1015825>". At the bottom, it says "Thanks!" followed by a black redaction box.

10. The reviewer will then have the opportunity to **review the student's recorded interview, self-review**, as well as provide their own ratings based on the pre-selected criteria and **provide detailed feedback** in the comments section.



The screenshot shows the review interface on the Big Interview platform. At the top, it says "Tell me about yourself." Below this is a video recording of a student, but the student's face is obscured by a large yellow smiley face icon. Underneath the video, there are two tabs: "Your Review" (which is selected and underlined) and "Other Reviews". Below the tabs is a grid of review criteria, each with a question mark icon and a five-point rating scale (represented by five empty circles). The criteria are: "Answers the question well", "Speaks clearly", "Conveys relevant qualificatio...", "Steady eye contact", "Communicates enthusiasm", "Appropriate body language", "Keeps answer concise", "Appropriate attire", "Does not use fillers (UMS/U...", and "No nervous gestures". At the bottom of the interface, there is a text box labeled "Additional feedback".