

Interview Assignment Instructions for STUDENTS

- 1. Access your account on Big Interview: <u>wcupa.biginterview.com</u>
- 2. Click 'Login' on top navigation bar and enter your wcupa.edu email address and password
 - a. Once logged in, you may need to toggle to Big Interview by selecting the top left square menu button

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Your Apps - oʻ- big interview	Hi, Kate. Continue learning!			
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Admin Mode	Mastery Track			

- 3. To find your course assignment, click on 'Assignments' in the blue bar
- 4. If your faculty added you to an assignment, then it will appear on the next screen. If not, then enter your course "Assignment Code" in the blue box.

WCU WEST CHESTER UNIVERSITY Wy Dashboard	Interviews V Resumes V	
	Active Submitted	
	Active assignments	
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	Have an assignment code?	Questions Answered
	Enter your code below Assignment code Go	Prachar MGT 498-82 FALL 2 Due on: Dec 18, 2022 No Description Available
	*code should be 6 characters long.	Start

5. If you have questions, then click on the light blue circular box in the upper right-hand corner of your screen: "How to Use Assignments," where you can find a quick tutorial video.

6. Your assignment screen will look like something like this – be sure that it can access your camera:

Back to assignments	Tell me about yourself.	Question 1 of 11
Prachar MGT 498-82 FALL By Robert Prachar Due on December 18, 2022		
Read description		Record your answer for this question
2. What are your greatest strengths?		Start Recording
3. How would you describe your greatest weakness?		
4. We're talking to a lot of candidates. Why should we hire you?	TIPS	
5. Where do you see yourself in five years?		
6. Tell me about a time that you took the lead on a difficult project.	Back	Next question
You need to answer all the questions before submitting		
Submit		U

- 7. Click "Play" on the question prompt and listen fully to the question prior to responding. If you are looking for tips on how to best answer, refer to the "tips" box in the bottom right corner of the video.
- 8. Record your answer to the associated interview question and click SAVE ANSWER prior to going on to the next question. If you do not save, your response will be lost.
- 9. Answer all questions. You will not be able to submit the assignment if all questions are not answered.
- 10. Once you have answered all questions, press the green "Submit" button at the bottom right.
- 11. Once you hit submit, you will be taken to a "review answers" page. You can review and/or re-record all your answers.
- 12. Scroll down and click the green "Submit Final Answers" button.
- 13. Once you submit final answers, you will see a green bar appear saying "You have successfully submitted your assignment."
- 14. You will be directed back to the main "Assignments" page, where you can view the "Submitted" tab.

If you need support in Big Interview, use the blue chat feature at the bottom right of your page.

A student guide is available here: <u>https://resources.biginterview.com/big-interview/student-guide/</u>



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Submit final answers