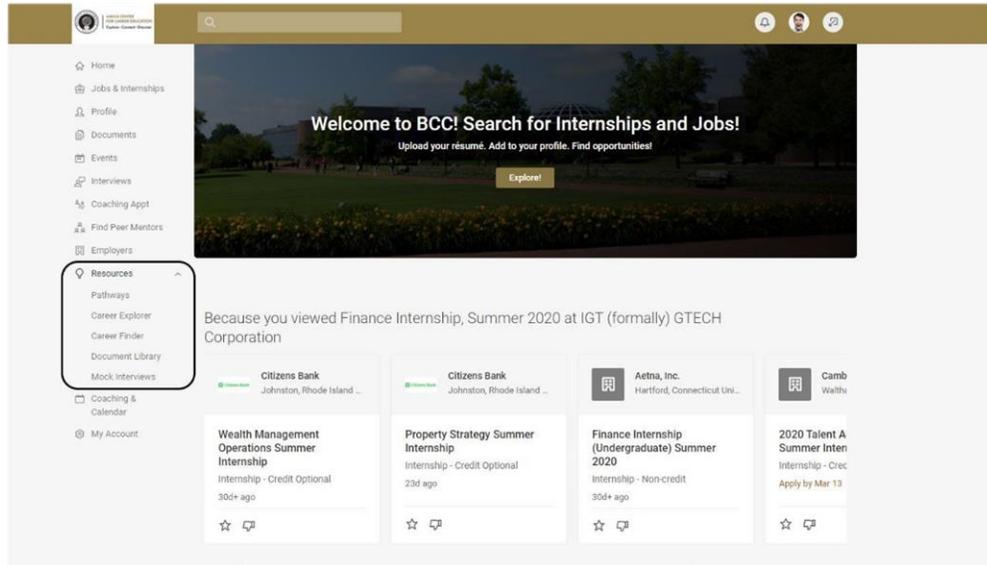


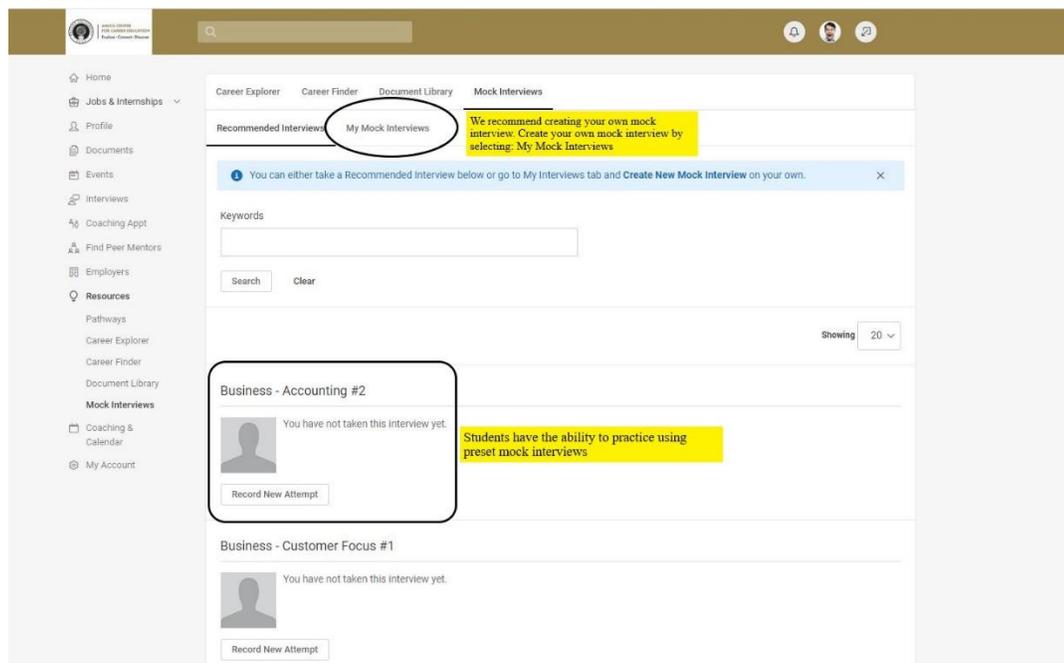


### Mock Interview Module Instructions

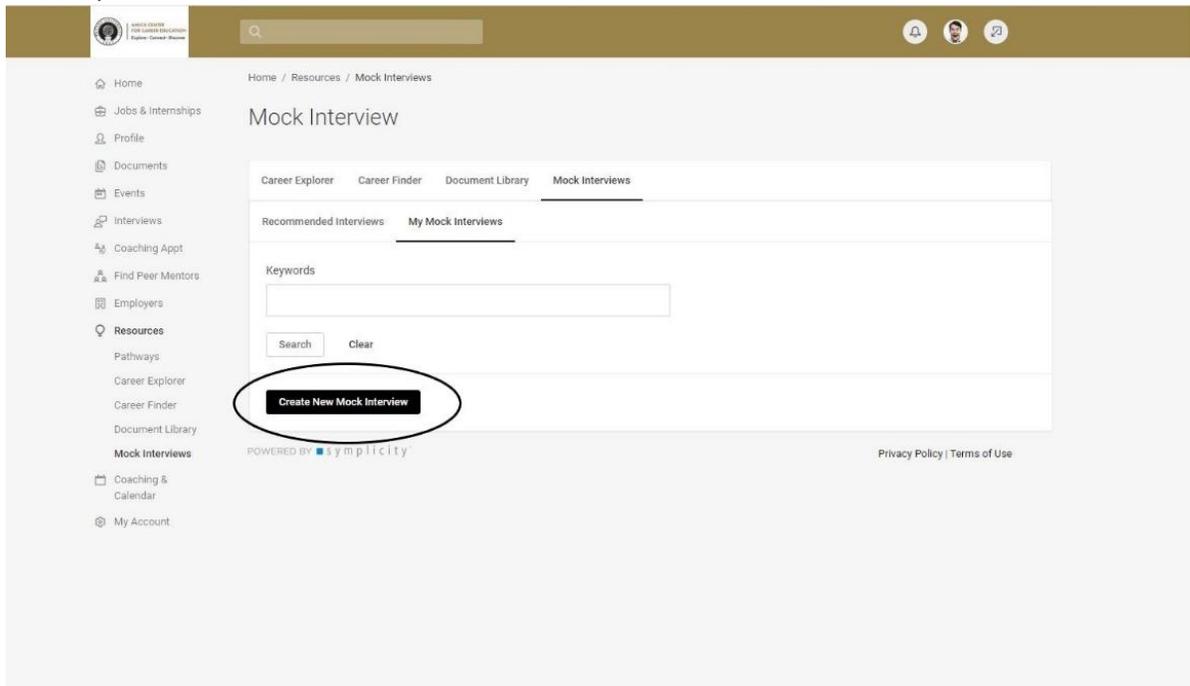
1. Login to BCC: Visit the Bryant University [Amica Center for Career Education website](#) and click the “BCC Login” button located on the tabs bar; log on using My Bryant Portal Quick Launch Menu. Log into BCC with your myBryant portal username and password.
2. From the BCC Home Page, navigate to the Sidebar on the left-hand side of the page. Select the “Resources” option. A drop-down menu will appear. Select: Mock Interviews.



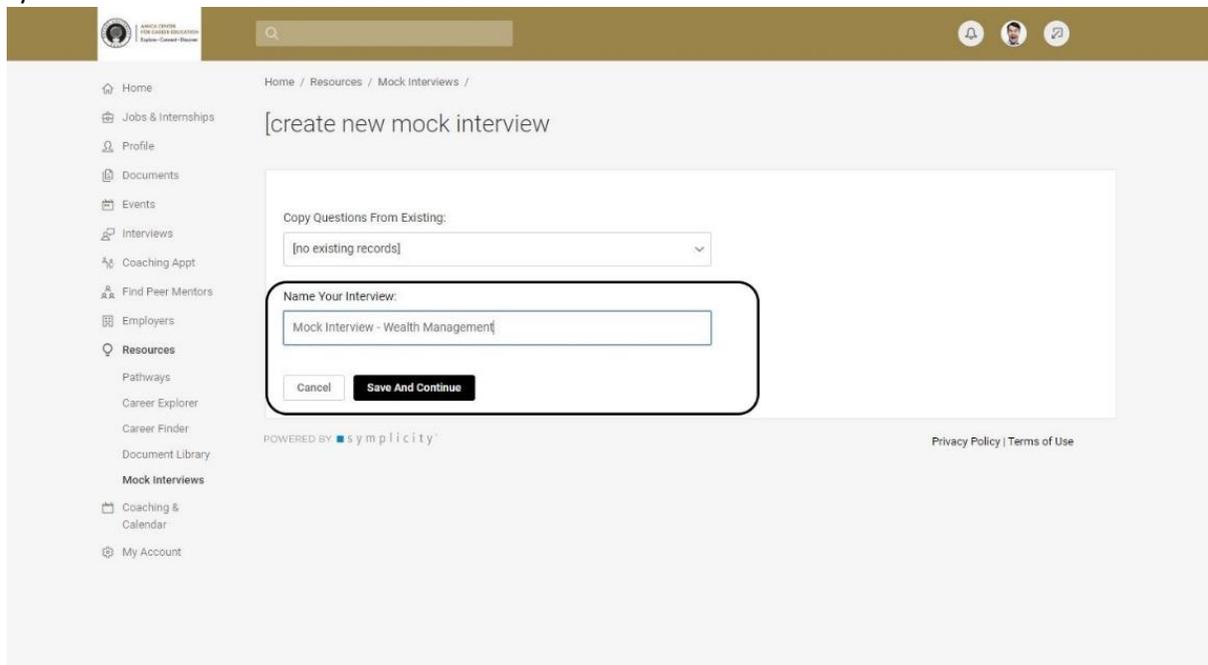
3. On the Mock Interviews page, you have the option to attempt preset interviews (located under the “Recommended Interviews” tab) or create your own mock interview (located under the “My Mock Interviews” tab). We recommend individualizing your mock interview needs by creating your own mock interview. Select: My Mock Interviews.



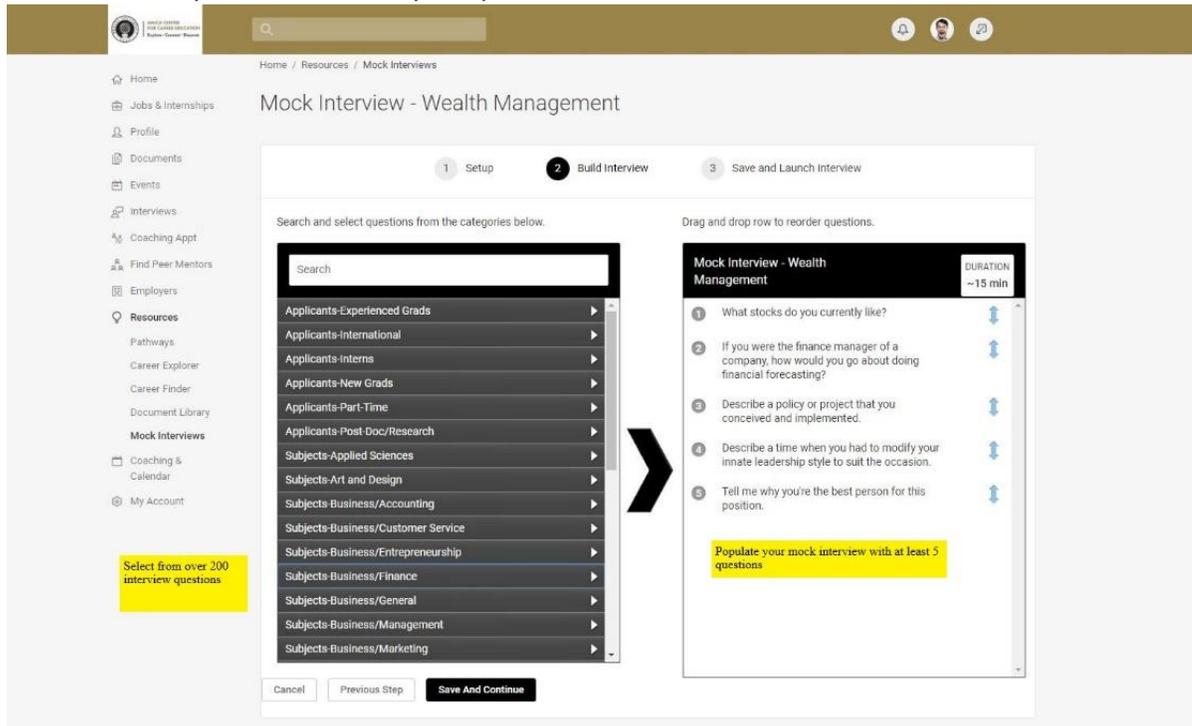
4. Under the “My Mock Interviews” tab, select: Create New Mock Interview.



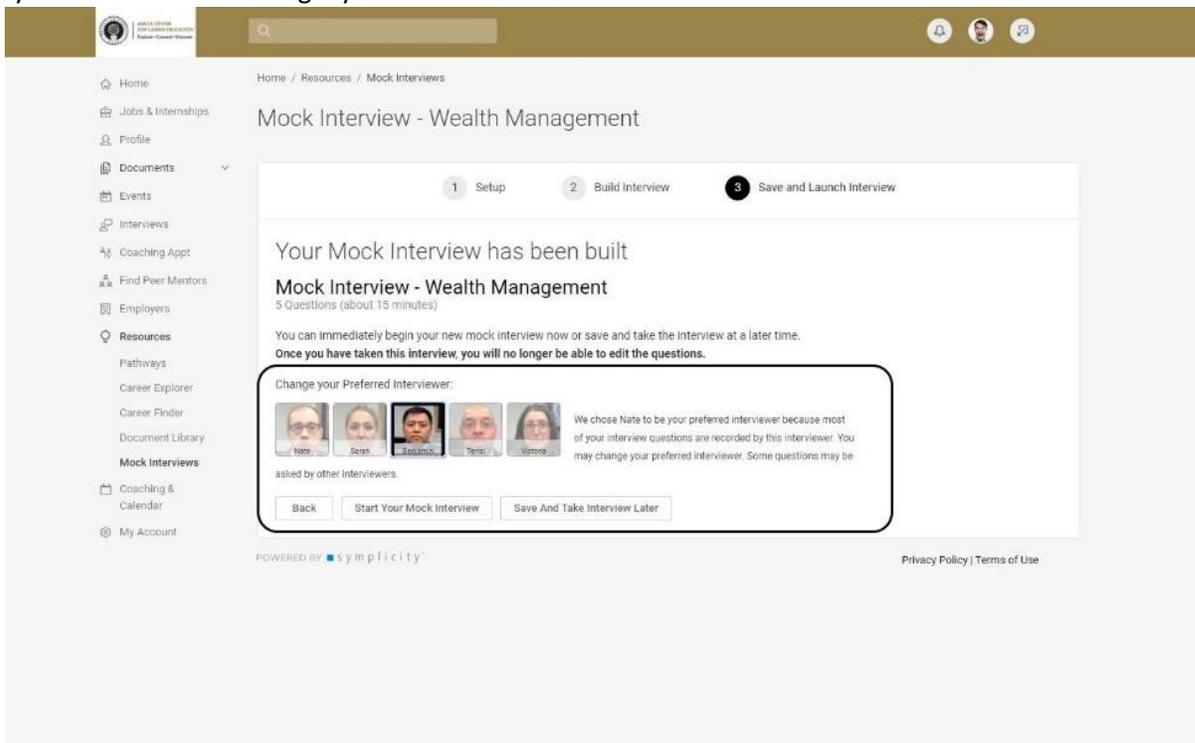
5. Name your interview and select: Save and Continue.



6. Search and select relevant questions from the drop-down menu in the left-hand panel. Questions are organized into categories specific to subject-specific needs, question types, and candidate skill levels. There are over 200 possible questions to choose from, Populate the right-hand panel with questions for your mock interview. Each question is allotted a 3 minute response time. We recommend conducting your mock interview with a minimum of 5 questions. When you have selected your questions, select: Save and Continue



7. Select your interviewer and begin your mock interview.



8. Test your video and audio inputs. When ready, begin your interview.

Please take a moment to test your webcam and microphone

Video Input: FULL HD 1080P Webcam  
Audio Input: Default - Microphone ( )  
Volume Level: ▲ OPTIMUM ▲

**Test your Video Input and Audio Input prior to beginning your mock interview**



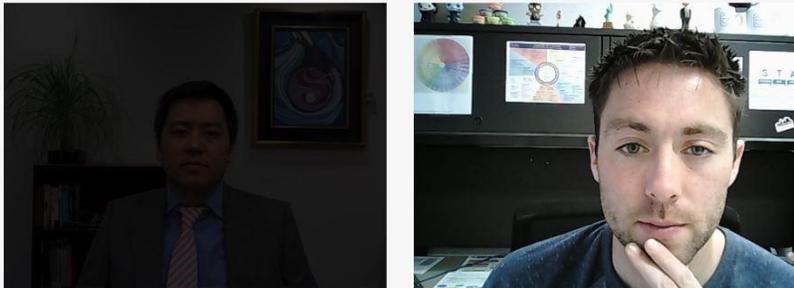
1. Select your video and audio inputs.
2. Speak clearly and loudly into your microphone. Be sure that your environment is free of background noise.
3. Adjust the volume on your microphone to optimize your audio levels.
4. You can adjust your settings again after the practice question.

Practice Question **Begin Interview**

9. Listen to your mock interviewer ask you a question. You will then have 30 seconds to prepare and answer before your answer automatically begins recording. You will have 3 minutes to record your answer. If you finish answering your question before the 3 minutes is up, you may stop recording and move on to the next question.

3:00

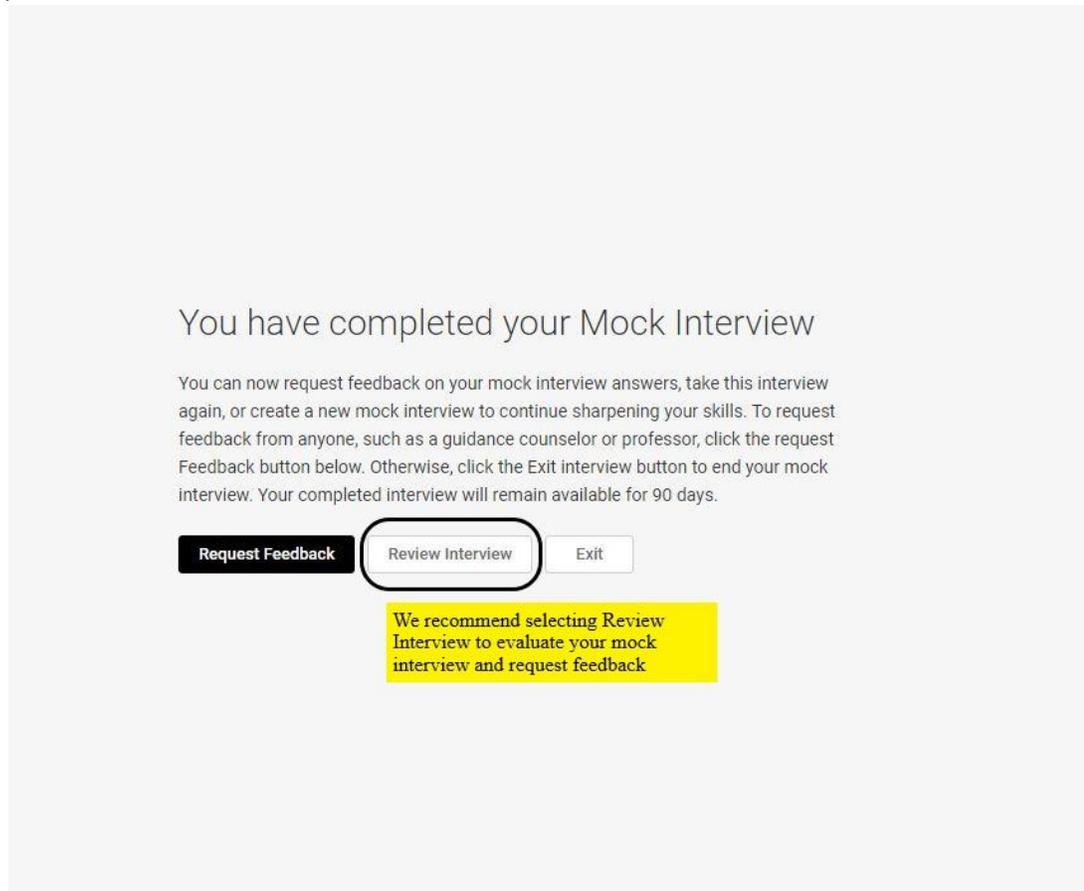
What stocks do you currently like?



You will have 30 seconds to prepare for this question and 3 minute(s) to respond. **Record Answer (:08)**

**Listen to your mock interviewer ask you a question. You will then have 30 seconds to prepare and answer before your answer automatically begins recording. You will have 3 minutes to record your answer. If you finish answering your question before the 3 minutes is up, you may stop recording and move on to the next question.**

10. When you finish your mock interview, you may review your interview or exit the session. We recommend reviewing your interview. Select: Review Interview



11. Review your interview by watching your responses to each question. You may also select the “Request Feedback” button to send your mock interview to a Career Coach for review.

