

Perfect Interview Instructions

You must use Internet Explorer to access *Perfect Interview Online*. Mozilla Firefox and Safari will not allow the pages to load correctly, causing an error.

1. In the address bar, type in <http://www.perfectinterview.com/wcu>
2. Log-in to your account using your User ID and the password provided by *Perfect Interview* in your registration email.
3. Choose “Start a New Interview.”
4. For **Level of Experience**, choose “College Undergraduate” from the drop-down menu. For **Type of Position Sought**, choose “Entry Level” from the drop-down menu.
5. Click on **Continue**.
6. For **Interview Length**, choose the option “Medium – 10 to 15 questions.” For **Question Categories**, choose “Let Perfect Interview make the selections.”
7. Click on **Continue**.
8. For **Video Capture**, choose “Yes.” Leave the Bandwith setting as “High (Cable or DSL).”
9. When the pop-up warning about firewalls appears, click “Ok.”
10. Click on **Start Interview**.

When in Interview Mode, there are several on-screen options to help you use the program more fully. I have outlined these below.

Play: By clicking this button you can replay the interviewer’s question as many times as necessary. This will allow you to clarify what you are being asked.

Reply: Clicking this option allows you to respond to the interviewer’s question. A video capture screen will appear and your response will be recorded. **Be sure to make eye contact with the camera.**

When you are done recording click **STOP** to return to the interview. You will be able to view your response on-screen and re-record if necessary.

View Your Response: This option allows you to review your response.

View Alternate Response: These perfect model responses give you the opportunity to see what a “correct” answer would look like. Use these as a guide if you are unsure of how to answer.

Coach: If you are still unsure on how to answer the question, the coach can walk you through what kind of answers the interviewer is looking for.

Next: Use this option once you are satisfied with your response and are ready to move onto the next question. **Once you click this, you cannot go back.**

When prompted at the end of the interview, click **Exit** to upload your interview to the server. Give your interview a name, click on the checkbox next to **I agree to these terms and conditions** and allow it to upload your file. You can then access or share your interview from the main screen.

If you are completing this interview outside of the Career Services office, and are doing it for class credit, please share the interview by clicking on Review Saved Interviews from the main page. You will then select the interview you wish to share, click **Share** in the left hand navigation and then filling out the form.

If you have any questions, please contact the Career Services office at 227-3815.