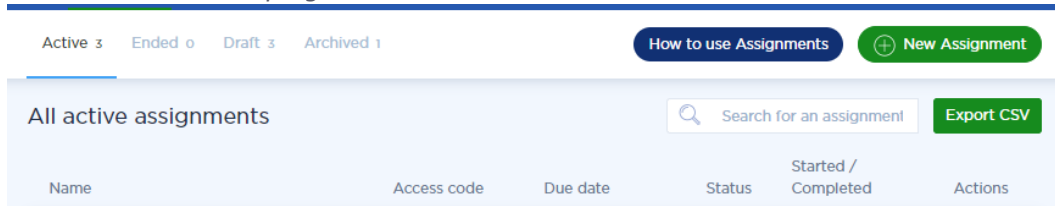# BIG INTERVIEW GUIDE:

Creating and Reviewing Interview Assignments

NOTE: There is a video tutorial available in Big Interview when you login. Just click the blue "How to use Assignments" button in the top right corner.
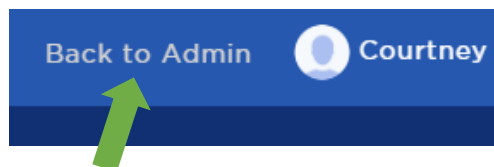

NAVIGATING TO BIG INTERVIEW:

1. Visit https://wcu.biginterview.com/

2. If this is your first time accessing the site, use the login information shared by the CCPD. If you have used Big Interview before, simply log in.

CREATING AN ASSIGNMENT:

1. If you are not automatically logged into the admin view, click "Back to Admin" on the right side of the nav bar.


From the admin view, click on the Assignments button (in the top nav bar)

2. Click the green button that says "New Assignment."

3. Now you will be prompted to give your assignment a name, description, and due date. You can also add Take Limits and Time Limits. This will allow you to decide how many times students can attempt each question and the time limit for each question.

   ** Big Interview now incorporates AI reviews. This review, available during assignments or if students choose to practice interviews on their own, look for many "surface level" but crucial interview criteria such as length of

answer, eye contact, use of um and filler words, talking speed, and more. As a reviewer, you can provide additional feedback in these areas or focus your time and energy on reviewing the content of an answer. When creating your assignment, you have the option to activate AI reviews. The system will score students' answers as red, yellow, or green and provide specific details on how to improve their answers.

4. Next you have the option of selecting from a pre-made template or building your own assignment from scratch. If you choose a pre-made template, you can still add and delete questions, and rearrange their order. If you start from scratch, you will select each of the questions you'd like to use. In the screen capture below, you can see on the left that you can search for questions based on experience level, industry, competency area and more, on the right is the queue of questions that you have select/were included in the template.
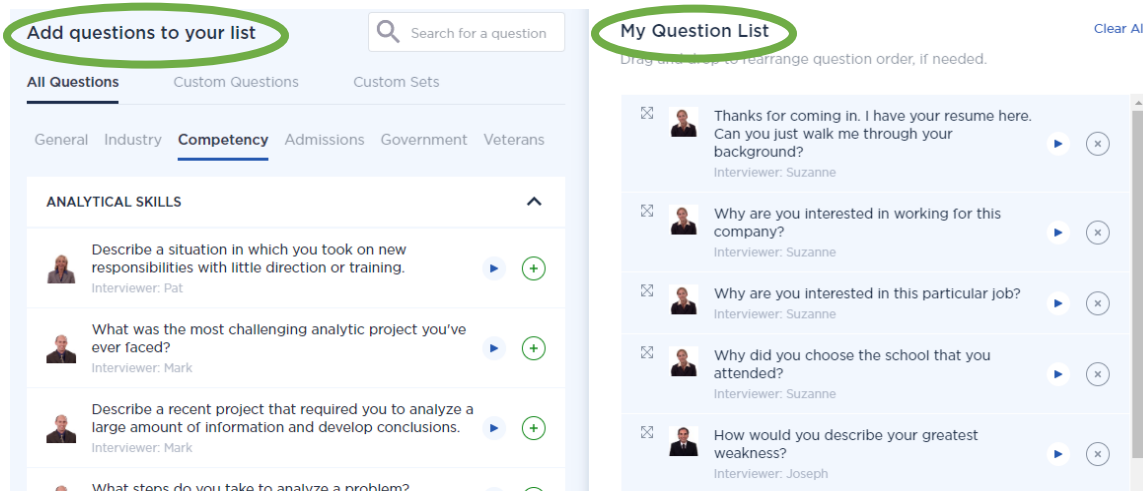
6. After editing your list, and click "Save & Continue" to move the next step.

7. Now you will select the grading criteria for your assignment. You can select the default criteria or add custom criteria or have no criteria at all.

Now, let's add criteria to your assignment

Question **1** of 2

Use default criteria
Get started quicker with a pre-made criteria set

Add custom criteria
Browse our library and customize away!

PREVIEW DEFAULT SET

Default Criteria Set — (Use this set) ✕

1. **Answers the question well**
   Score Weight: **Very important**

2. **Appropriate attire**
   Score Weight: **Slightly important**

3. **Appropriate body language**
   Score Weight: **Slightly important**

4. **Communicates enthusiasm**
   Score Weight: **Important**

5. Conveys relevant qualifications

8. Review the details of your assignment to ensure you're satisfied. Then click "Publish".

9. You can now see the live assignment on the main Assignments page.

Copy the "Access Code" to share with the students meant to complete the assignment. Once the access code has been entered by a student to start their assignment, you will no longer be able to edit your assignment.

REVIEWING AN ASSIGNMENT

1. Go to the *"Assignments"* tab and look up the assignment.

2. Click the assignment name, and you'll now see a roster of users you'll need "To Review". The next tab is users you've already "Reviewed". The last tab is user who are in progress of completing assignment. Click on *"Review assignment"* to begin reviewing.

3. There is a green button on the upper-right that says, "Watch videos and review submission". You have a choice of reviewing the whole assignment or picking specific answers to watch. *You are required to click the green "Review entire assignment" button if you want to mark this user's assignment as review and completed. In the student roster, this will move the student from the "To review" tab, to the "Reviewed" tab.* 4. When reviewing individual answers, you can click the arrows left/right to progress through the assignment. When leaving a rating and feedback on an individual answer, please remember to click *"Save"*.
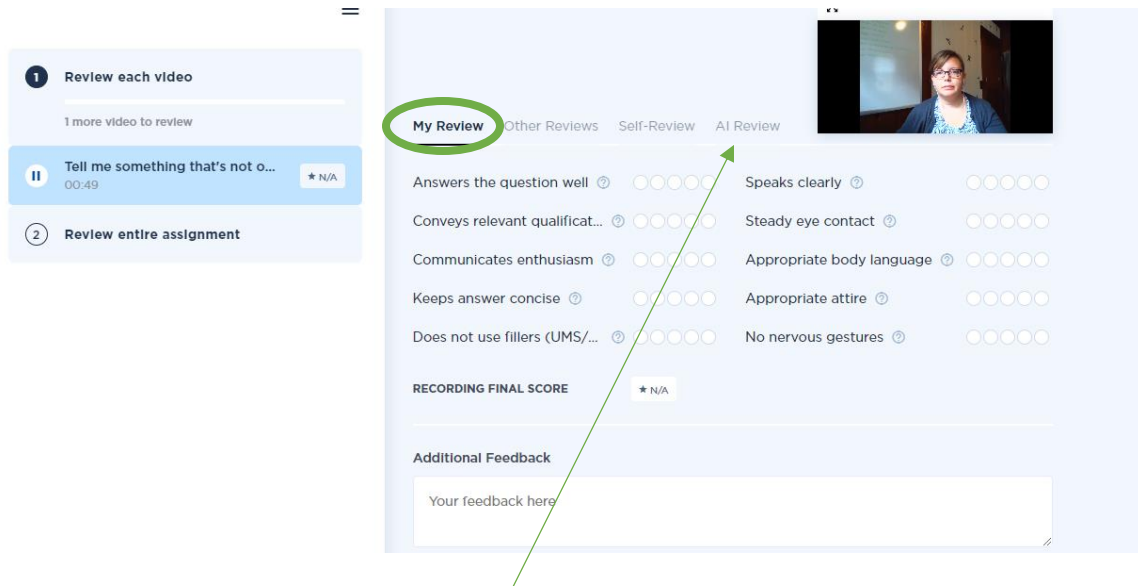
If you choose to activate AI reviews, these will provide feedback on each question. The review section features a tab for "AI Review' where you can see the student scores.

4. Please encourage any students who need extra help to book an interview appointment with a counselor in the Center for Career and Professional Development. Students book appointments through myWCU by clicking on the Advising/Tutoring Quicklink and then clicking the blue Get Assistance button. There is an online form they will complete to schedule the appointment. If they have issues or questions, they can contact our office using the information below.

Need help? Contact the Center for Career and Professional Development at careerservices@wcu.edu or 828-227-7133.