

## **Practicing Your Interview Skills Assignment**

Interviewing is a skill that you will need throughout your professional career. Many interview questions are common, but that doesn't mean they are easy. Practice your interview skills using Big Interview. Big Interview has a variety of question categories including industry specific, graduate and professional school, veterans, and more. Select **XX** questions, record your responses, and submit to your professor.

Special requirements: Students must have access to a webcam. If using a mobile device or iPad instead of a computer, students should download the Big Interview app (available in the App Store or Google Play).

Step 1: Go to: <https://unk.biginterview.com/> and create an account using your UNK email. You will need to create your own password.

Step 2: Click on Practice and select Practice Interviews.

Step 3: Select the category (i.e. general, industry)

Step 5: Click Play to see/hear the question.

Step 6: Click Record your answer (Students will need to enable Big Interview to access video and microphone).

Step 7: Tap the red circle to record, then tap the red square to stop. At this point you can either Save or Retake the question.

Step 8: Once all questions are saved, go to my videos and select all of the videos you wish to share, and click Share now.

Step 9: Copy the link to share with your professor.

	<b>Excellent interview: you should get a job offer</b>	<b>Average interview: you could get called back, but it is not certain</b>	<b>Interviewing skills need significant improvement: you would not get this job</b>
<b>First impressions</b>	Your appearance is professional; you are wearing a business suit. You greet and shake hands with your interviewer correctly. Your conversation is enthusiastic and engaging.	You look nice, but you do not wear a suit. Your greeting is appropriate, but you forget to shake hands with your interviewer. Your conversation is enthusiastic and engaging.	Your attire is unprofessional: You wear jeans or shorts to the interview. You do not greet or shake hands with your interviewer. Your conversation is not energetic.
<b>Interview content</b>	You are knowledgeable about the organization and position. You display poise and confidence. You relate your skills to the job very well.	You are knowledgeable about the position, but not about the organization. You display adequate confidence in your answers. You state your skills, but do not adequately relate them to the job.	You are not knowledgeable about the position or organization. You are not confident in answering questions about yourself. You do not state the skills you have to do the job.
<b>Interview skills / techniques</b>	You have excellent eye contact with your interviewer (without staring). Your language and grammar are appropriate. (No use of "um".) You speak at the correct speed.	You have adequate eye contact with your interviewer. Your language and grammar are adequate. You use "um" and other inappropriate terms, but not enough to disrupt the interview. You speak a little too quickly or too slowly.	You look at the floor or ceiling when speaking. Your grammar and language are inappropriate. You speak too quickly or too slowly.
<b>Closing</b>	You successfully convey your interest in the position. You ask appropriate questions. You thank the interviewer.	You convey some interest in the position. You are not prepared to ask questions. You thank the interviewer.	You do not show any interest in the position. You do not ask any questions. You do not thank the interviewer.

\*\*Rubric courtesy of National Associate of Colleges and Employers (NACE)