



## Career Development Center

### Custom Mock Interview Assignment with Big Interview



Students can use Big Interview to learn and practice their interview skills, whether they're interviewing for a job or graduate school.

## For Instructors:

**Set up:** The Career Development Center will create a custom interview assignment for your class. We can use the Big Interview database for pre-recorded questions or we can record custom questions for your industry. Contact the Career Development Center to have your assignment set up. We would like at least 2 weeks' notice for custom questions.

Once we have set up your assignment. You will receive a code to distribute to your students.

**Review:** You will be given a temporary administrator log-in for Big Interview.

Once you are ready to begin reviewing your students' interviews:

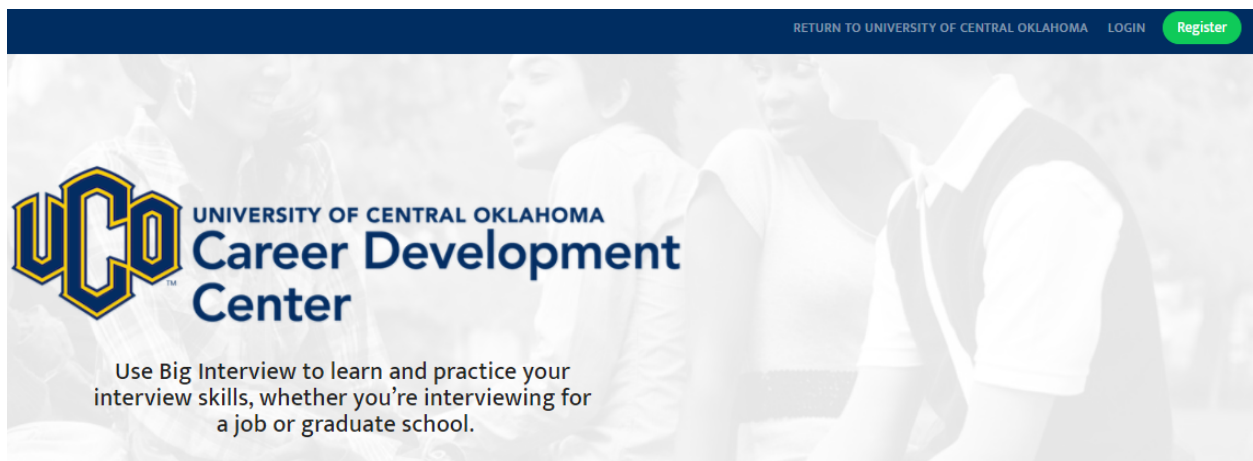
- Navigate to your admin dashboard and click the assignments tab at the top.
- Find your assignment by name or by code. Click to enter.
- You will see a list of student names in either the complete or incomplete tab.
- Click view assignment to bring up the review forms.
- You have the option to give feedback by question or review the assignment as a whole.
- Click save. The student will receive a notification about the review.
- *Consider requiring students to complete a self-review of their interview.*
- Once you are done reviewing assignments, close or archive the assignment in the assignments tab.
- Contact us when you are complete and we will remove your administrator account.

**\*Delete this section before disseminating to students.**

## Assignment Instructions:

Our assignment code is: \_\_\_\_\_.

- **Professional Dress is required for your interview. Instructor should modify for their preference.**
- Navigate to <https://uco.biginterview.com/>
- If this is your first time using Big Interview, create an account using your @uco.edu email address. You will see a green "register" button at the top of the right side of the screen. Log in if you already have an account.



RETURN TO UNIVERSITY OF CENTRAL OKLAHOMA LOGIN [Register](#)

**UCO** UNIVERSITY OF CENTRAL OKLAHOMA  
**Career Development Center**

Use Big Interview to learn and practice your interview skills, whether you're interviewing for a job or graduate school.

- Click on the assignments tab at the top of your screen.
- Enter the assignment code from above. This will take you directly to your interview questions.
- Record your answers in a well lit room, away from distractions and background noise.
- After you have completed your interview, click the review and submit button.