

Big Interview User Guide

Big Interview is an online system that combines training AND practice to help improve your interview technique and build your confidence.

To Register

STEP 1: Go to newpaltz.biginterview.com and click "Register".

STEP 2: Complete registration process

STEP 3: You'll then receive a confirmation email at your SCHOOL email address. Click "Verify" in the email, and you'll be able to start using Big Interview.

Dashboard Area

The Big Interview Dashboard is where you'll first start off after logging in. Here you will notice two tracks developed specifically for the two most common interviewing scenarios.

1. **FAST TRACK:** If you're short on time and need to get better very quickly, the Fast Track is the best place to start.
2. **MASTERY TRACK:** If you have several weeks before your next interview (or no set date), then you may want to complete the Mastery Track. It's designed to turn you into an interview ace, and really help hone your skills.

Interview Training Area

In your navigation bar, click on LEARN. You will now see two tabs. The first is the **VIDEO CURRICULUM**, which includes 10 video lessons covering all aspects of interviewing. To select a lesson, click on the lesson name.

Lesson 1 – Job Interview Fundamentals
Lesson 2 – Job Interview Best Practices and Common Mistakes
Lesson 3 – Mastering Nonverbal Communications
Lesson 4 – Analyzing the Job Description
Lesson 5 – Tell Me About Yourself

Lesson 6 – Why Do You Want to Work Here?
Lesson 7 – Behavioral Questions and Your Interview Stories
Lesson 8 – Your Strengths and Weaknesses
Lesson 9 – Where Do You See Yourself in Five Years?
Lesson 10 – Ask Smart Questions

The second tab is the **WRITTEN CURRICULUM**, where you'll find a list of modules and within each module a list of written lessons. The main WRITTEN CURRICULUM categories are below. To select a module, click on the module name.

Module 1 – Interview Basics
Module 2 – Resumes and Cover Letters
Module 3 – Landing the Interview
Module 4 – Informational Interviews
Module 5 – Interview Prep

Module 6 – Acing the Interview
Module 7 – Follow Up
Module 8 – Top 10 Questions
Module 9 – Behavioral Interviews

Practice Interview Area

Here you will be able to continually practice all kinds of interview questions until you feel prepared for your upcoming interview.

Step 1: Click PRACTICE INTERVIEWS on your navigation bar. You'll now see six main interview practice categories to choose from:

1. GENERAL - this section covers about 90% of the questions you're likely to get in a job interview.
2. BY INDUSTRY – here you'll be able to choose practice interviews from dozens of industries.
3. BY COMPETENCY – here you can choose from a variety of skill-sets and strengths your interviewer may be looking for in the right candidate.
4. ADMISSIONS INTERVIEWS – here you can practice interviews by program type and school, including undergrad, grad, business school, law school and med school.
5. GOVERNMENT – here you can practice interviews for a variety of federal and state jobs.
6. VETERANS – here you will find interviews for some of the fastest growing jobs for veterans.

Step 2: Begin Your Mock Interview – click the PLAY button under your interviewer. This will begin playing an interview question. To move to the next question, you will click “Next Question”.

Step 3: Recording & Reviewing – the recording buttons should be pretty self-explanatory: Record – to begin recording. There will be a 3 second countdown to give you a moment to prepare to answer

Step 4: Visit MY VIDEOS (My Tools tab) to review your saved answers. Once an answer is saved you can do a lot with it including reviewing, rating and sharing.

- Note: In My Videos you can share an individual video by simply clicking on the blue SHARE button or you can share multiple videos by clicking the “check-box” next to each video, and then clicking the SHARE SELECTED button at the top of the page.

Question Library

This is the place to go when you want to work on problem questions. You'll be able to absorb some question-specific tips and also practice repeatedly (without having to go through a whole mock interview).

Step 1: Go to PRACTICE on your top navigation bar and then click Question Library.

Step 2: Here you'll see lists of categories and questions covering everything in Big Interview. You can search for a specific question or choose from general, industry, competency, or admissions questions.

Step 3: Choose the question or question set you would like to practice.

Step 4: After clicking on one of the questions, you'll see relevant tips and even example answers. And if you're feeling bold enough, you can directly launch the actual question itself in the mock interview module.