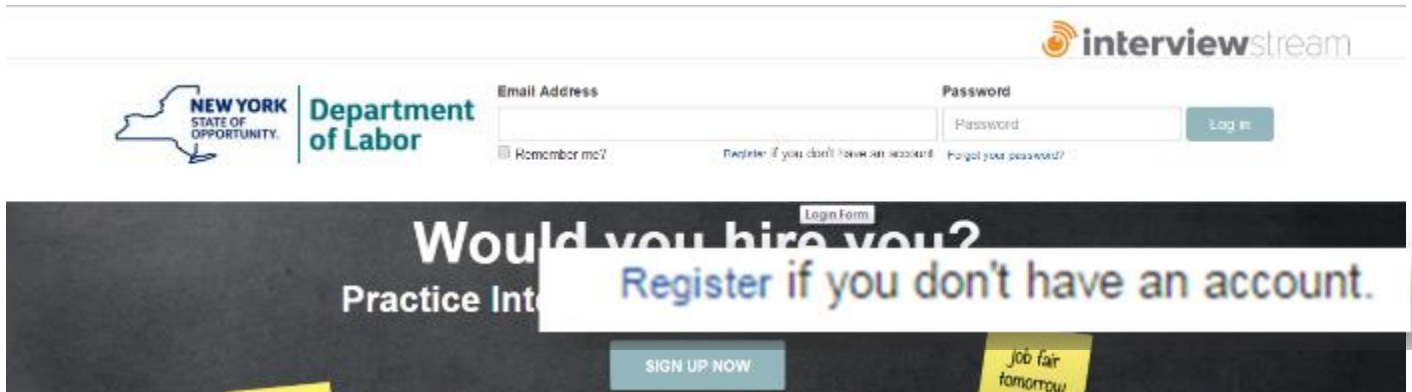
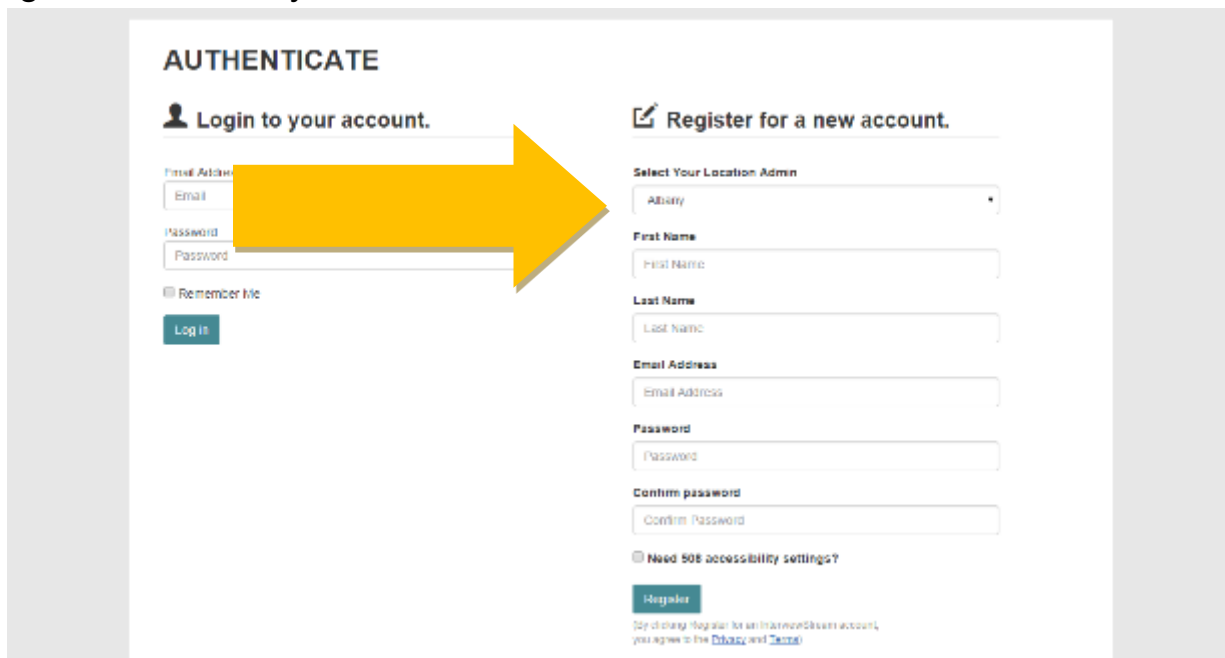


**Follow these simple steps to create a free account:**

1. go to <https://nysdol.interviewstream.com>
2. Click “Register” under the Email Address box to set up your account.



3. Select your location admin: \_\_\_\_\_ from the drop down menu, then enter your name and email address, and create a password (passwords must be 6 characters and contain a capital letter and a number). Click “Register” to create your account.



4. You will receive an email confirming your account has been created from [noreply@interviewstream.com](mailto:noreply@interviewstream.com) Check spam folder if you do not receive this.

## To complete a Practice Interview Follow these simple steps:

1. Click “Conduct Interview” if you are ready to select an interview and get started.

The screenshot shows the InterviewStream web application interface. At the top, the user is identified as 'symone.wang@labor.ny.gov' with options for 'Log Out' and 'Training & Support'. The 'interviewstream' logo is in the top right. The main header features the 'NEW YORK STATE OF OPPORTUNITY' logo and the 'Department of Labor' name. A navigation bar includes links for 'Assignments', 'Interviews', 'Invitations', 'Assessments', 'My Profile', 'User View', and 'Admin'. The main content area is divided into several sections: a 'Welcome, Symone' message with a brief overview of the platform; an 'Assignment/Self-Registration' section with a form to 'Enter Assignment Code' and a 'Register' button; a 'CONDUCT AN INTERVIEW' section with a video camera icon and a 'Create a new interview' link; a 'WATCH MY INTERVIEW' section with an eye icon and a 'View an existing interview' link; a 'MOBILE INTERVIEW' section with a smartphone icon and 'Download on the App Store' and 'GET IT ON Google play' buttons; and an 'OVERVIEW' section with three data cards: '16 number of Assignments for ...', '0% percentage of mobile versus computer site', and '5 number of interviews in the past 30 days'.

2. Select “**Created for Me**” or click on **Take Premade Interview** to complete an assignment. To create a customized interview select “**Custom Interview**” or click **Take Custom Interview**.

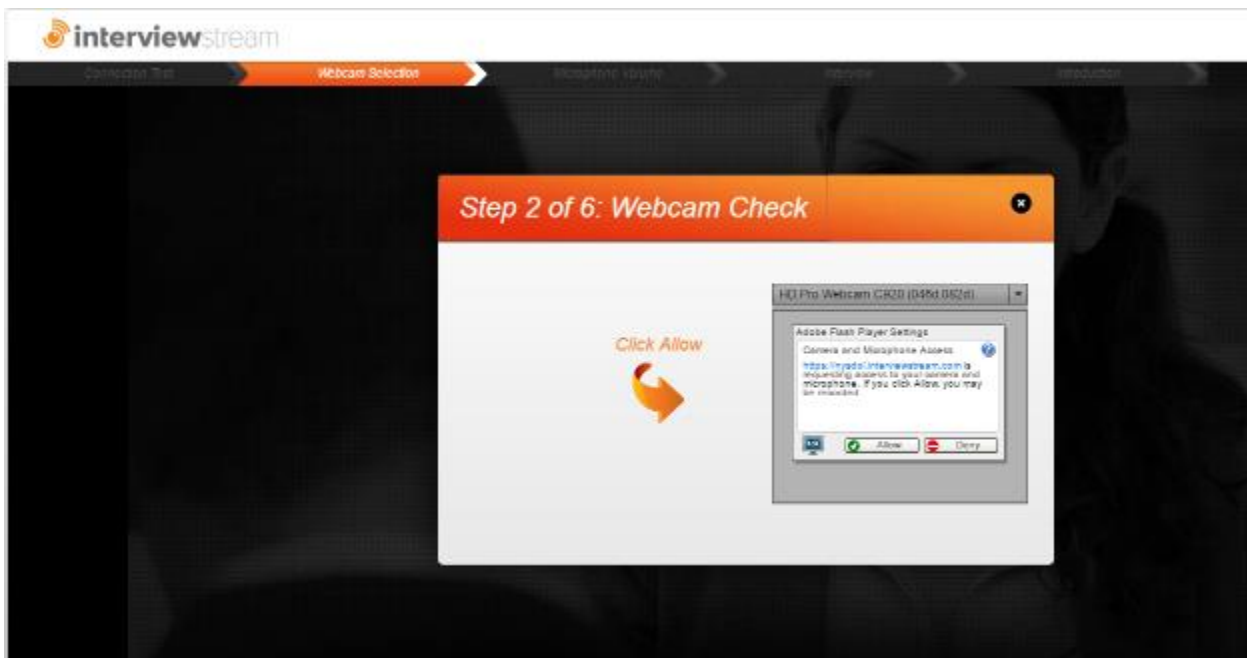
The screenshot shows a selection screen with the heading 'Let us know how you would like to interview.' Below this heading are two main options: 'CREATED FOR ME' and 'CUSTOM INTERVIEW'. The 'CREATED FOR ME' option features an icon of a pencil and stars, with the text 'Choose from an interview your career center designed for you.' and a button labeled 'TAKE PREMADE INTERVIEW'. The 'CUSTOM INTERVIEW' option features an icon of three people, with the text 'Customize your own interview using 7000+ pre recorded questions.' and a button labeled 'TAKE CUSTOM INTERVIEW'.

3. Before beginning your interview, the system will take you through a six step process to make sure you have optimal settings for your practice interview.

1. The first is an internet speed test “Next” will appear when you pass the test.



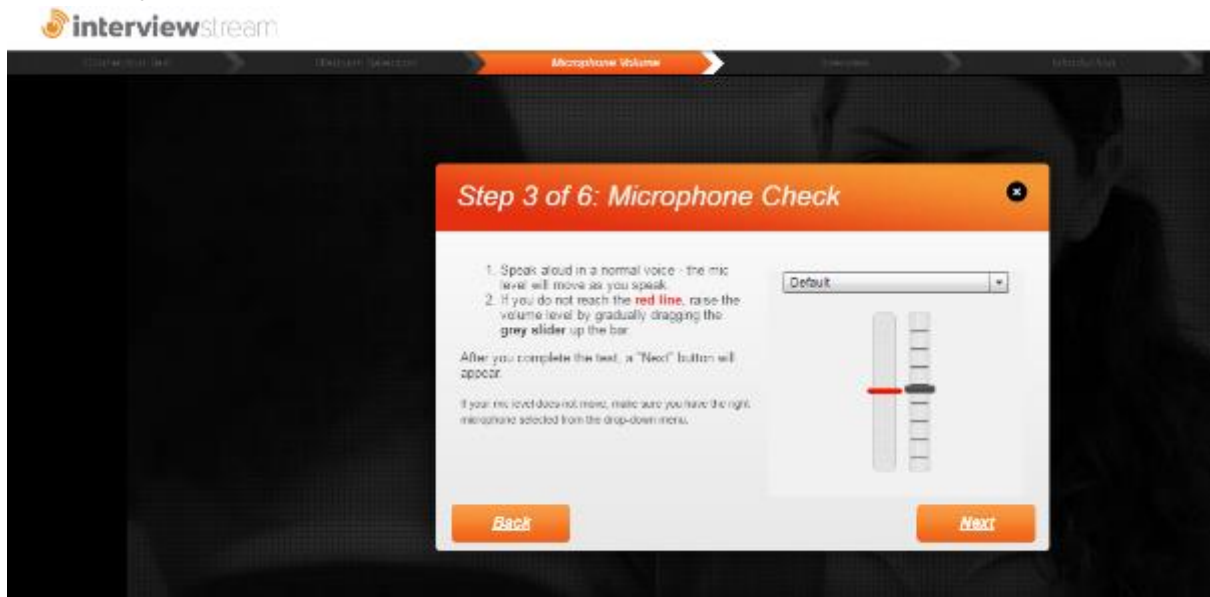
2. The next test is a webcam check. Click “Allow” to give the system access to your webcam.



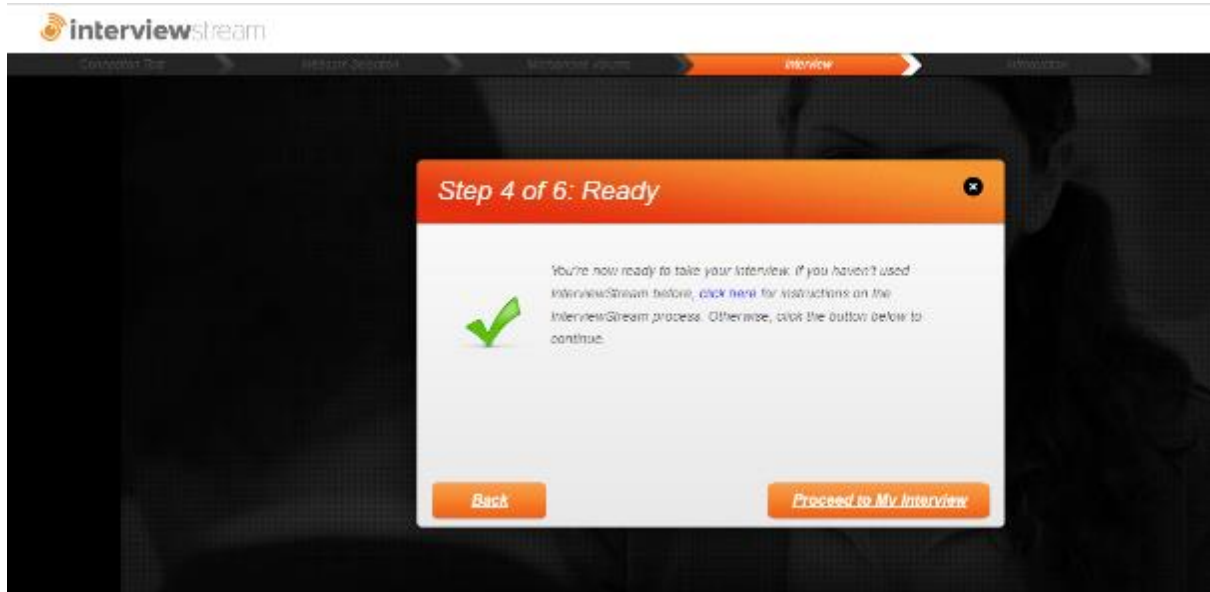
Next, the system will check your webcam to make sure you are visible on the webcam. After you adjust your webcam and are happy with the adjustments click Next.



3. The final system check is a microphone check. Speak normally and adjust the gray slider until your volume peaks at the red line. Click “Next” when prompted.



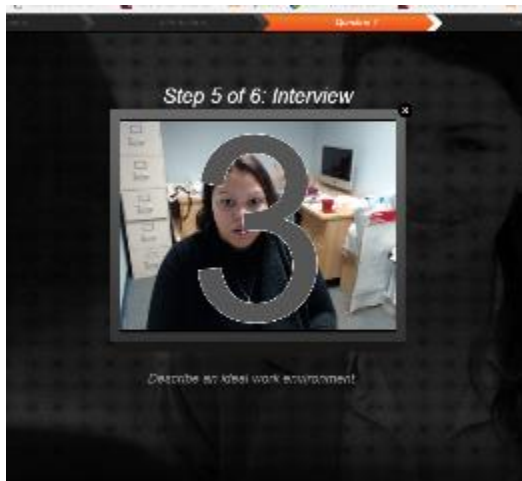
4. To move forward select “Proceed to My Interview.”



5. The interview includes a short introduction (intro Video). The first question will be asked immediately after the introduction's completion.

After the question is asked, there will be a countdown before you can record a response. Record the response and then click anywhere to stop recording.

After recording your response you'll have three options. You can review, retry, or submit your response.

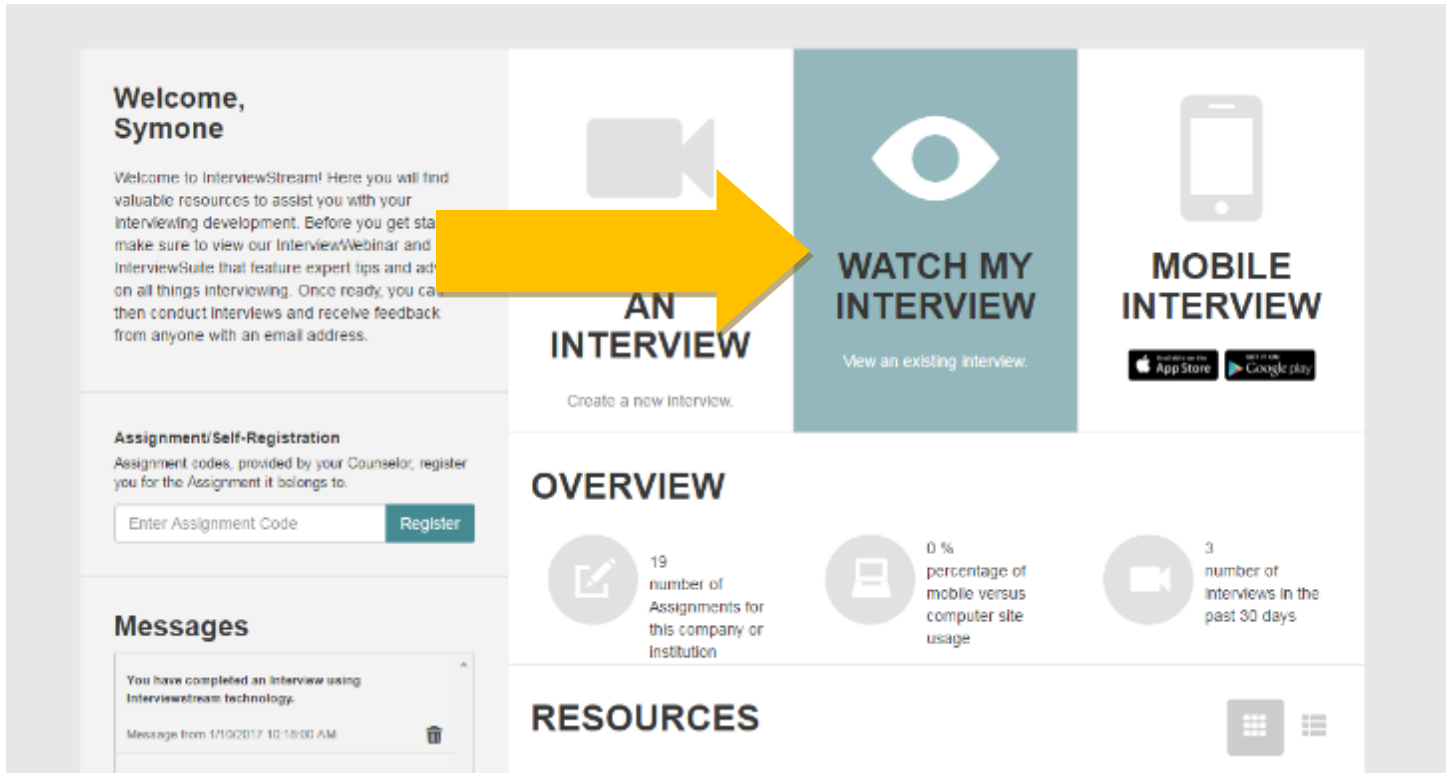


6. After submitting your final response an (outro) video will play and your responses will be uploaded. Be sure to leave your browser open until the upload is complete.





To view and critique your completed interview, from the main screen, click on “Watch My Interview.”



## System Requirements

### Video Interview Requirements

Webcam  
Computer Microphone  
Internet Connection (Cable, Fiber, DSL)

### System Requirements

XP, Vista, Windows 7 & 8, OSX 10+, iOS, Android  
Processor: 2.0 GHZ or better  
Memory: 2GB or better

IE 9\*, Firefox 3.0+, Chrome 3.0+, Safari 5+

\*InterviewStream recommend browsers - Chrome 3.0+, Firefox 3.0+, IE 11+, or Safari 5+

If you need assistance please email [interviewstream@labor.ny.gov](mailto:interviewstream@labor.ny.gov)

# Interview Stream Tips

- If you do not have a home computer with a webcam, schedule a time to use Room 707 computers to practice your interview. Afternoons are best due to a decrease in college internet traffic. (you need high speed for the video to work properly)
- Once you complete your interview – **wait until it is uploaded this may take a minute!** Once uploaded your interview is saved in your account! Complete the online Self-Evaluation, make comments and count your “umm” & “likes.” Or use the paper Self-Evaluation form provided in this book.
- After completing the interview, Go back and Select - Watch My Interview – **Share your interview with your advisor to get feedback!** You must insert their email address!
- If completing the interview on your phone you will have a limited program with no tools and resources. You will have access to 5 default questions and the opportunity to review answers. You will not be able to share answers with an advisor.

## Helpful Resources!

Strongly Recommended!



	InterviewSuite
	Self Evaluation Form
	User Guide
	Umm Like Guide
	Elevator Pitch Guide
	Best Practices

Interview Suite – Very Helpful Ideas for Answering Many Key Question!

The screenshot displays the Interview Stream interface. On the left, a video player shows a man speaking. On the right, a list of key questions is displayed under the 'KEY QUESTIONS' tab. The questions and their video lengths are:

- Tell me about yourself? (Video Length - 00:23)
- Why should we hire you? (Video Length - 00:30)
- Can you walk me through your resume? (Video Length - 00:22)
- Why do you want to work here? (Video Length - 00:17)
- What are your three greatest weaknesses?

At the bottom of the interface, there is a video control bar with play, stop, and volume buttons, a 'ZOOM IN' button, and an 'ABOUT THE EXPERTS' button. The text 'See & Hear Yourself' is visible at the bottom left, and the copyright notice 'Copyright © 2006 InterviewStream. All Rights Reserved.' is at the bottom right.