

Guide For Creating Interview Assessments

Welcome to Interview Suite! This guide enables you to independently create and practice mock interviews using VMock's robust question library, ensuring you are well-prepared for professional interviews.

Follow these steps to create your own mock interview experience based on questions related to competencies, occupations and roles, or graduate/professional school.

GETTING STARTED

- To access the platform, go to www.vmock.com/ucf.
- Select "Continue with University ID" to login with your NID and NID password.
- Click on the "Interview" tab located on the right-hand side of the top navigation bar and select "Mock Interview" from the drop-down menu.

CREATING A CUSTOM MOCK INTERVIEW

- Under the "Practice" tab, locate and select "Mock Interviews".
- Click on "Create Mock Interview" and then click on the "+ Create New button".
- Here, you'll find options for pre-set interviews and the ability to create your own.

BROWSE AND SELECT QUESTIONS

- You will see a question library organized by categories and sub-categories:
 1. Competencies (e.g., leadership, communication)
 2. Graduate/Professional School (questions tailored for advanced degree interviews)
 3. Occupation/Industry Specific (role or field-based questions)
 4. Browse through the categories and expand sub-categories as needed.
- To add a question to your interview, click on the check box next to the desired question.
- You can also add your own questions by clicking on the "+Add Question" button on the top and typing in it.

- Continue selecting questions from different categories as needed.
- To customize your interview, you can rearrange the order of questions or remove any by clicking the respective icons.

FINALIZE AND SAVE

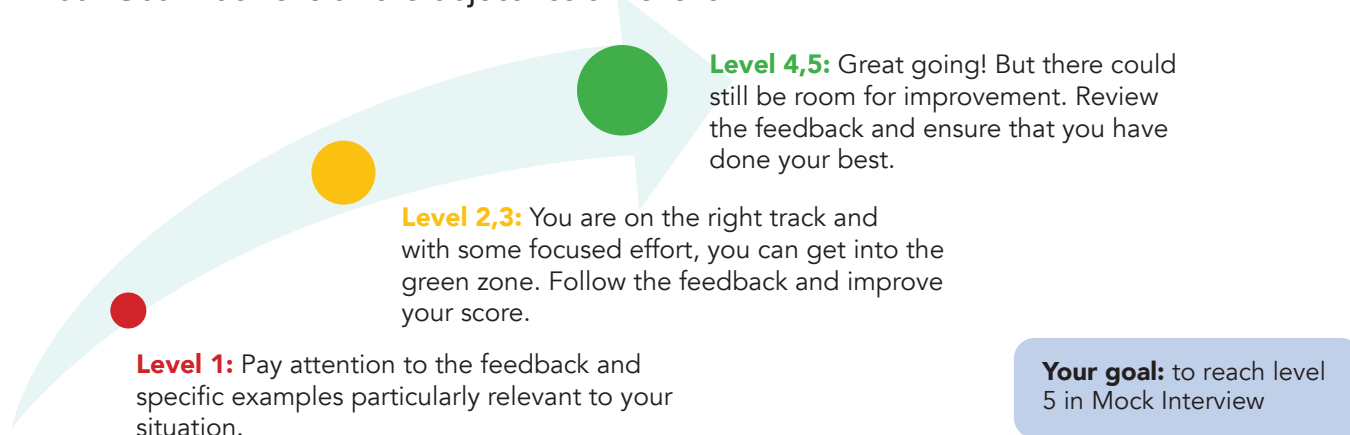
- Before starting the interview, the system will ask you to allow permission for enabling your mic and camera.
- Once satisfied, click "Save" or "Start Interview" to begin your mock interview.
- Your interview will now appear in the "Previously Recorded" section under the Mock Interviews Tab.

ADDITIONAL TIPS

- **Difficulty Levels:** For some roles, you can select the difficulty (Basic, Intermediate, Advanced) for more tailored practice.
- **Feedback:** After completing your interview, use the "View Detailed Feedback" option for insights on non-verbal cues, delivery, and content.
- **Resources:** Click the "Help" icon at the bottom right for quick guides, product tours, FAQs, and support.

VMOCK TARGETED FEEDBACK

Your Goal – achieve all the objectives till level 5



TROUBLESHOOTING AND SUPPORT

- If you encounter issues or need more attempts for script generation, contact support@vmock.com.
- For step-by-step video guides, use the “Product Intro” or “Product Tour” options in the Help section.