

Mock Interview Days

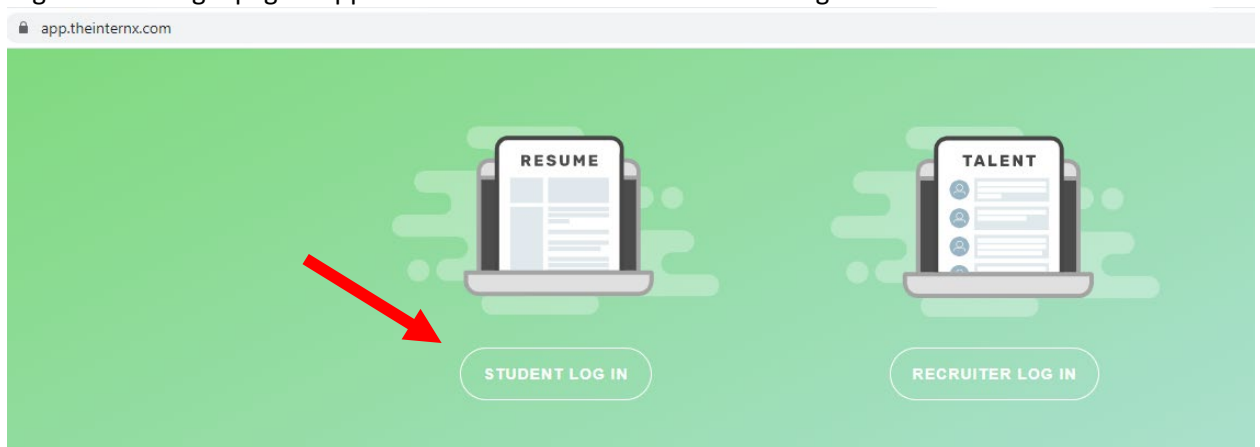
Spring 2022

For Spring 2022, our Mock Interview Days will be a virtual event conducted using the InternX platform. You will sign up for a timeslot with an employer volunteer, and will talk with them via webcam.

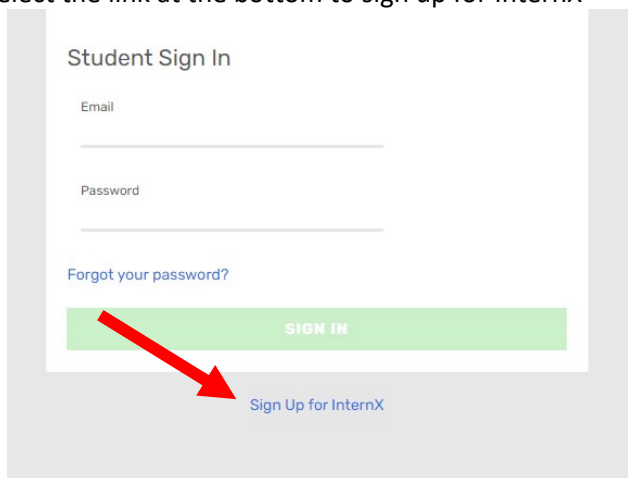
You must have a device with a webcam for this event. For best results, it is recommended that you use Chrome.

TO SET UP YOUR INTERNX ACCOUNT

- 1) Go to the InternX link in Gateway under the External Links heading on the Gateway homepage, or navigate to the login page – app.theinternx.com. Select the student log in icon



- 2) Select the link at the bottom to sign up for InternX



- 3) Create your account and select continue

InternX

CREATE ACCOUNT

Please enter your school email address ending in .edu.

Email

Password

Confirm Password

Continue

4) You will receive an email to confirm your account. Select confirm

Please follow the link below to confirm your email:

Confirm

If the button above doesn't work, you can copy and paste this link directly into your browser:

<https://app.theinternx.com/student/confirm->

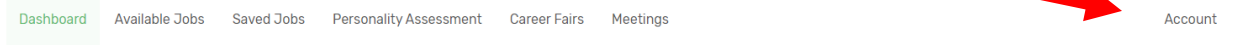
5) Once you have confirmed your account, continue to the setup

You have successfully confirmed your account

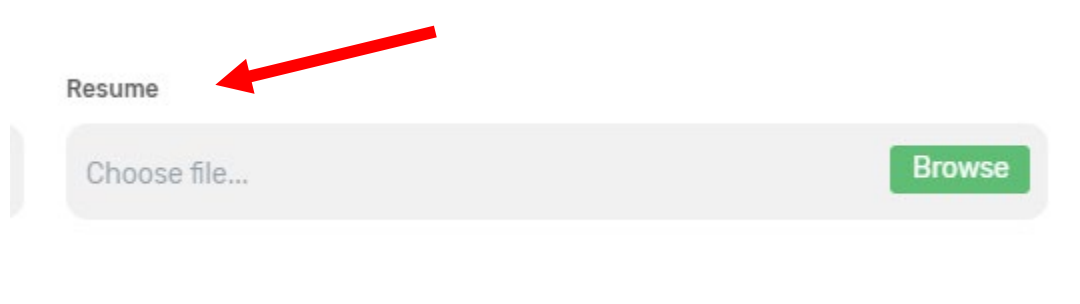
CONTINUE SIGN UP

- 6) Fill out your student profile information, then complete your sign-in.
 - a. Type in your GPA, don't use the arrows. If you don't have a UH GPA yet, use your GPA from your previous institution.
 - b. If you aren't sure about your major or graduation, just give your best guess.
 - c. For Region – choose South for Texas

- 7) Select Account on the upper right hand corner



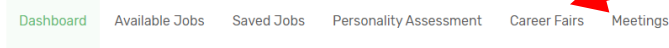
- 8) Scroll down below the Personal Details to upload your resume



- 9) Click Save

TO SIGN UP FOR A MOCK INTERVIEW TIMESLOT

- 1) Click the link for Career Fairs at the top



- 2) Select the date you would like to attend Mock Interview Days. Click Register for This Fair AND then click the Scheduling link.

A screenshot of the 'Fairs' page. At the top right, there is a 'Filter by' dropdown menu set to 'Not Ended Yet'. The page displays two event cards. The first card is for 'Virtual RCC Mock Interview Days - Monday' on April 04, from 09:00 AM to 06:00 PM. A green button labeled 'Scheduling for this fair is now open' is highlighted with a red arrow. A green button labeled 'Register For This Fair' is also highlighted with a red arrow. The second card is for 'Virtual RCC Mock Interview Days - Tuesday' on April 05, from 09:00 AM to 06:00 PM, with a 'Register For This Fair' button.

- 3) Select the Companies link to see the volunteer organizations.

A screenshot of the event page for 'Virtual RCC Mock Interview Days - Monday' on April 04, from 09:00 AM to 06:00 PM. A 'You Are Registered!' badge is visible in the top right. The bottom navigation bar has 'Home' highlighted with a green underline, and 'Companies', 'Jobs', and 'Meetings' are also visible.

4) Select the volunteer company you would like to meet with

The screenshot shows a search interface with filters on the left and search results on the right. The filters include: Name Search (John Doe LLC), Minimum GPA (2.3), Majors (Accounting, Management Science), Proficiencies (C++, AutoCAD), and Industries (Web Design, Automation). The search results show 5 matching companies: University of Houston - Bauer College of Business, Ryan, LLC, ConocoPhillips, and ADVUE Consulting. Each result includes a logo, company name, and a heart icon for favoriting.

5) Click the Scheduling button

The screenshot shows the 'Companies' page for the University of Houston - Bauer College of Business. The page includes a navigation bar with 'Home', 'Companies', 'Jobs', and 'Meetings'. Below the navigation bar, there are two buttons: 'Available Jobs' and 'Scheduling'. A red arrow points to the 'Scheduling' button. The page also features a 'You Are Registered!' badge and an 'Add To Favorites' button.

6) Click on the Register button for your desired schedule

The screenshot shows the 'Scheduling' page for the University of Houston - Bauer College of Business. The page displays a list of available schedules. The first schedule is 'Mock Interviewer - RCC - Mon AM', which is scheduled for April 04, Monday, from 09:00 AM to 12:00 PM, lasting 60 minutes, and is hosted by Megan Bauml. A red arrow points to the 'Register' button next to this schedule. The page also includes a navigation bar and an 'Add To Favorites' button.

- 7) Click the down arrow to show available timeslots (if no timeslots show, there are none available with this particular recruiter)

Meetings

Houston - E
[Official Site](#)
Business and pro
e our students

Mock Interviewer - RCC - Mon AM

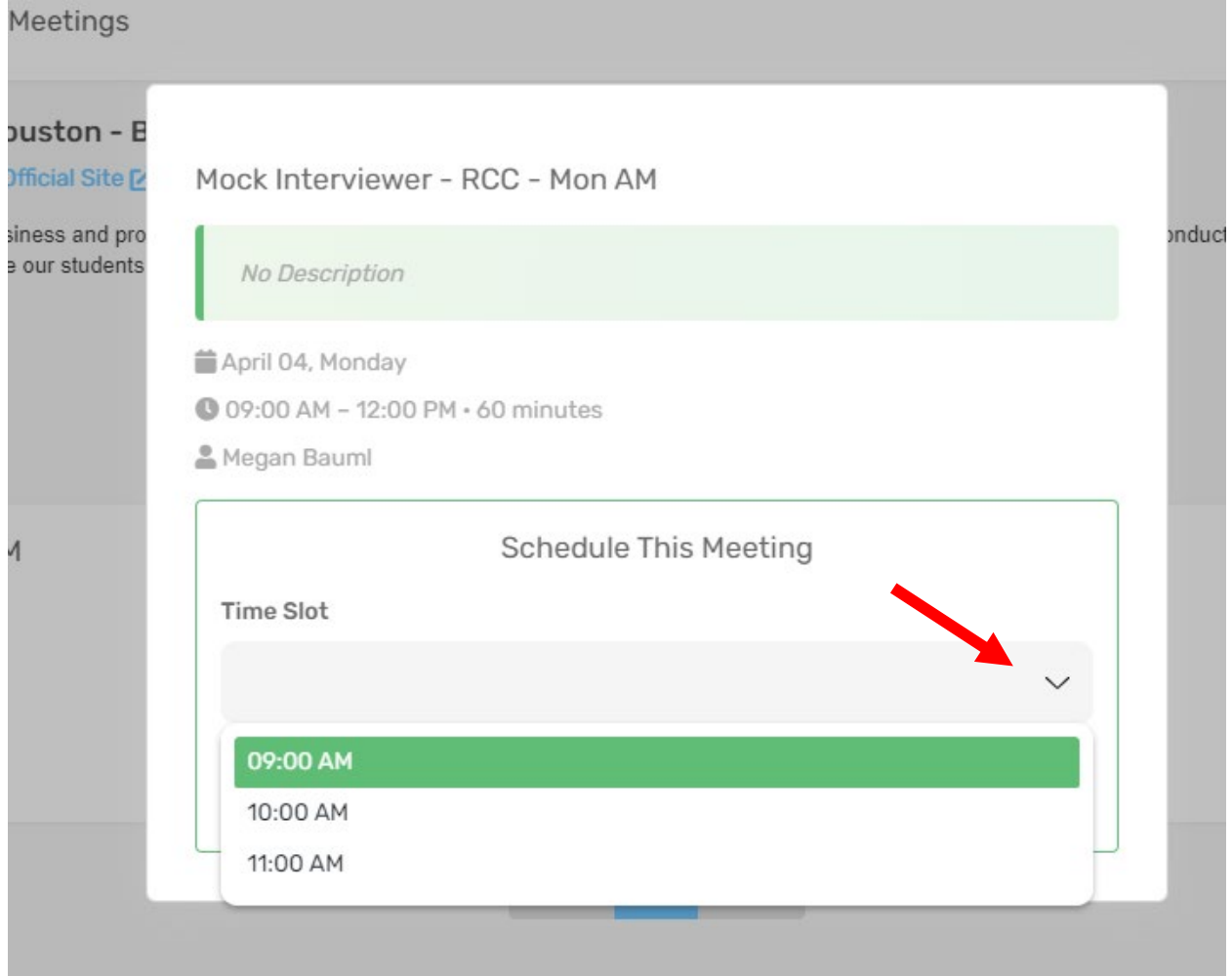
No Description

📅 April 04, Monday
🕒 09:00 AM - 12:00 PM • 60 minutes
👤 Megan Bauml

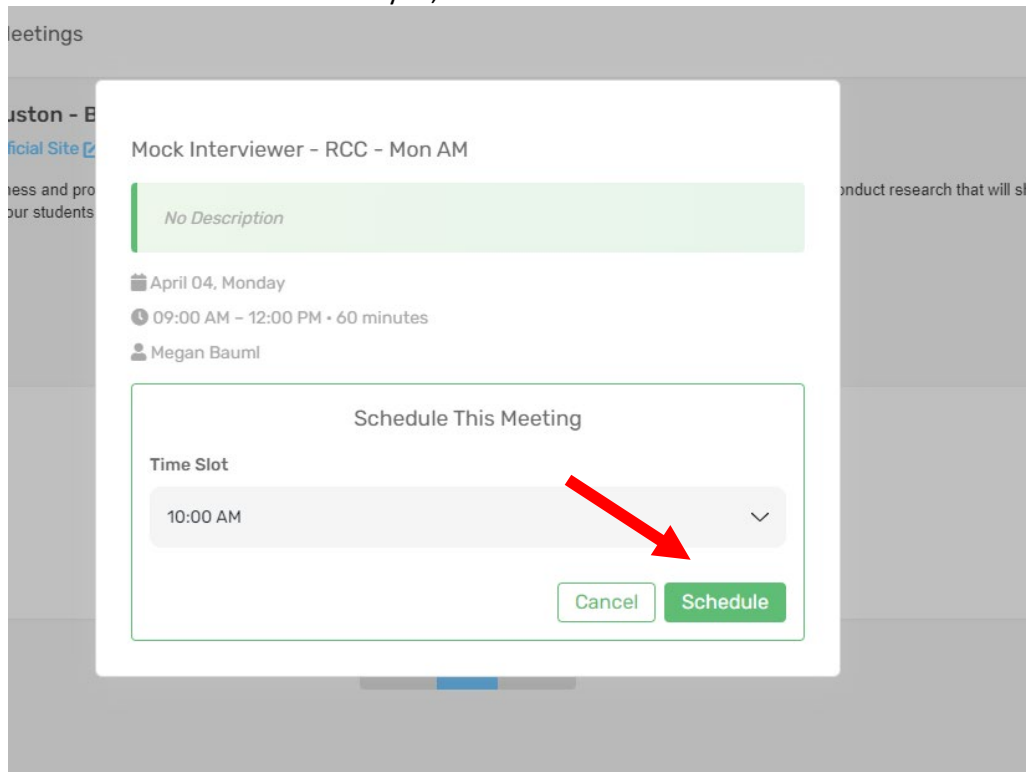
Schedule This Meeting

Time Slot

09:00 AM
10:00 AM
11:00 AM

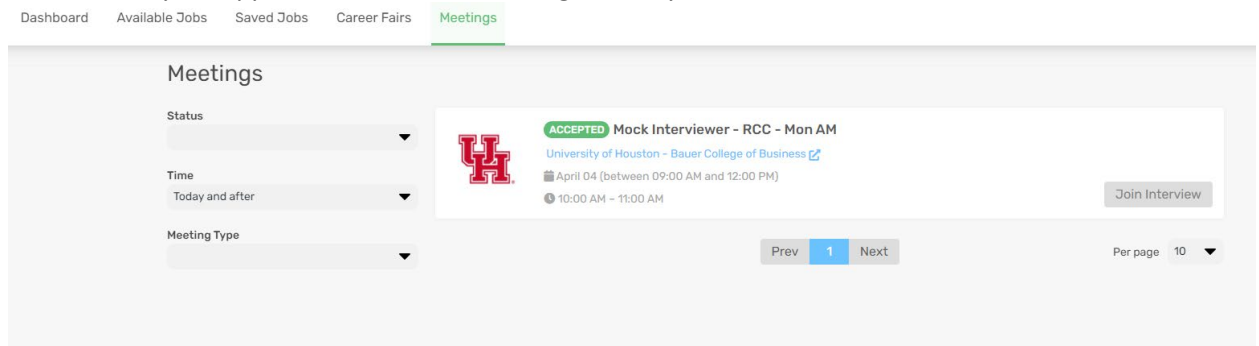


8) Select a timeslot that works for you, then select Schedule



Schedule.

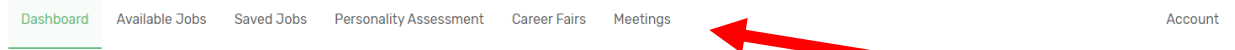
9) You will find your appointments in the Meetings tab of your account



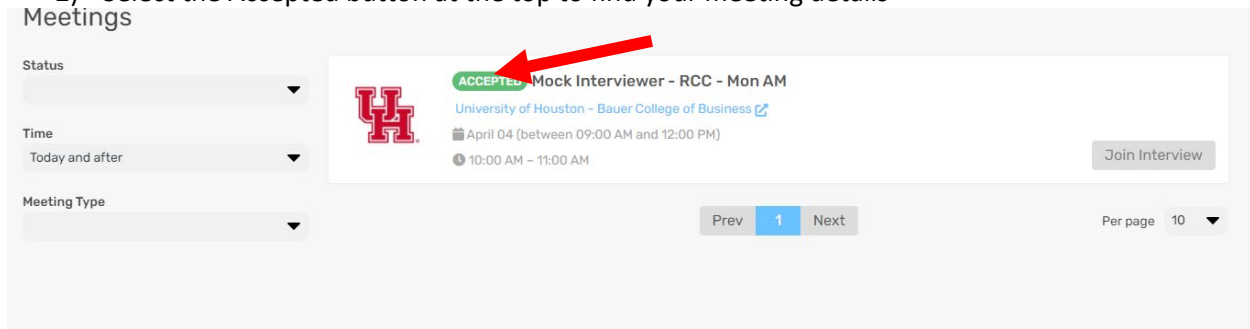
10) On the day of your appointment, you will receive an email with your scheduled time. **SAVE THIS EMAIL**, as it will provide the link for you to sign into your virtual meeting. ⁽³⁾ You can also join your meeting from the Meetings tab in your account at the appointment time.

ON THE DAY OF YOUR MOCK INTERVIEW

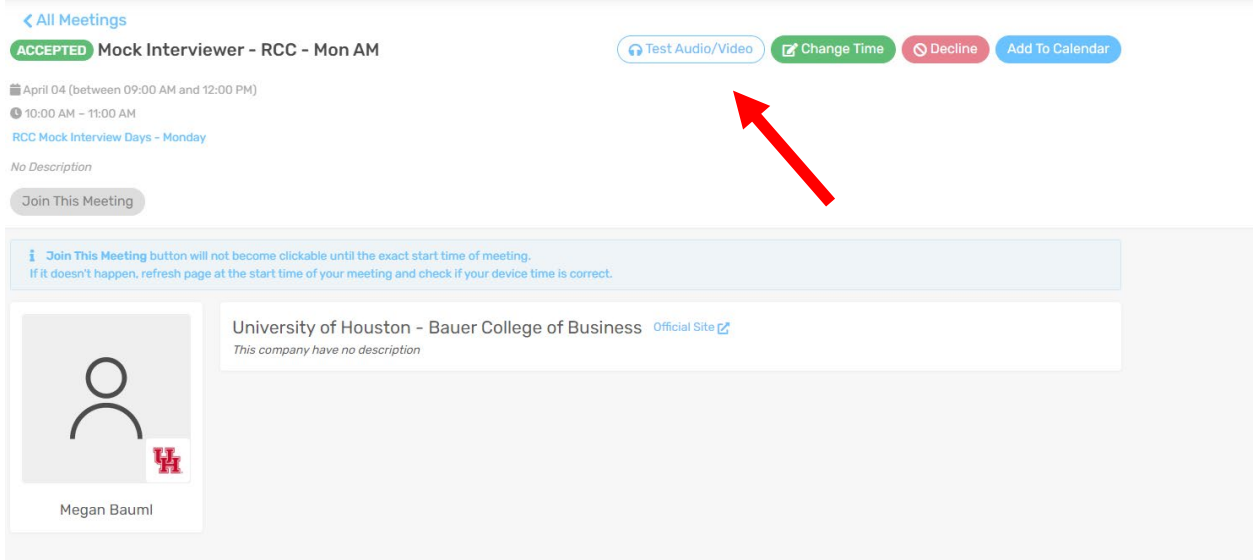
- 1) Log into your InternX account, and select the Meetings tab at the top. Here you will see your mock interview appointment details.



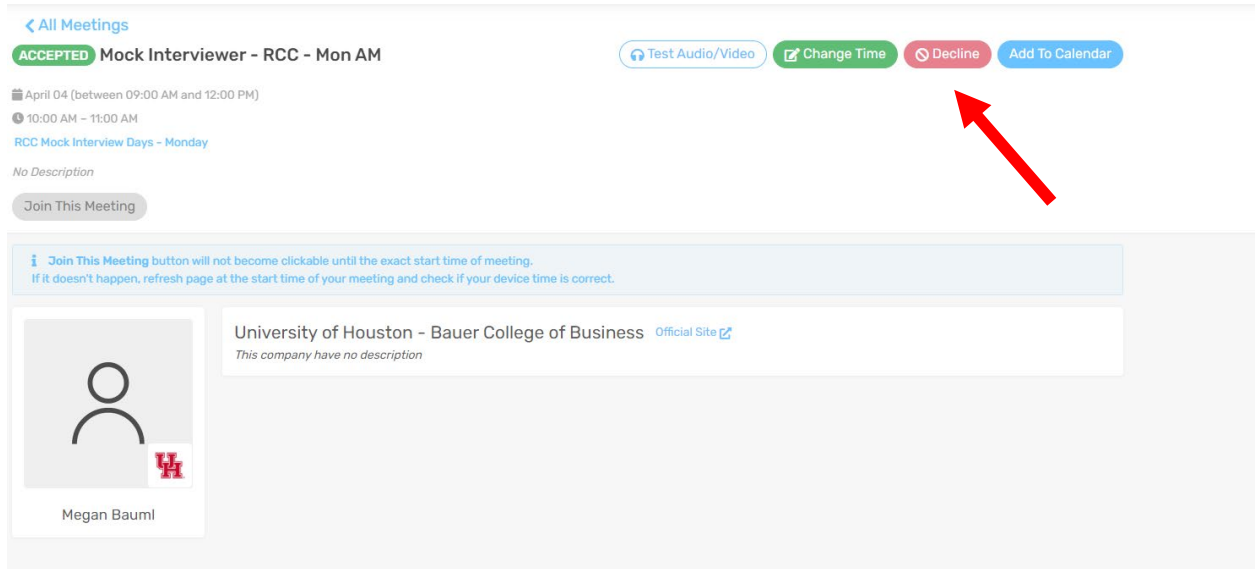
- 2) Select the Accepted button at the top to find your meeting details



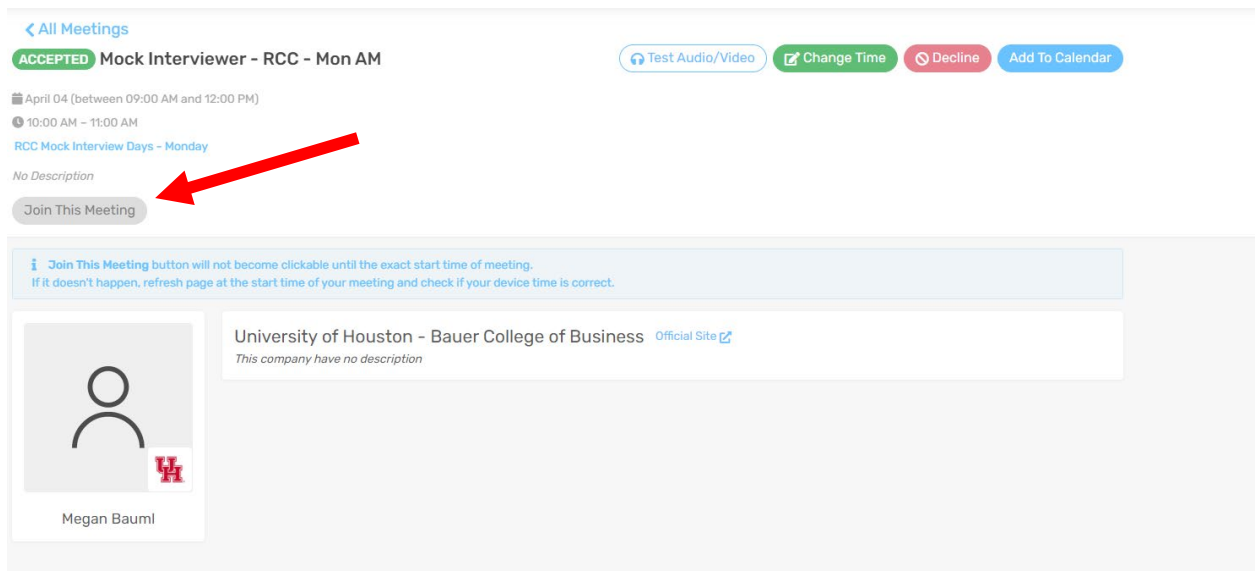
- 3) Before your meeting time, please test out your audio and video capabilities



- 4) If you need to cancel your meeting, select the Decline button. This option is only available as long as the schedule is open.



- 5) At the time of your meeting, the Join the Meeting button will turn green. Click this button to join your meeting at the appointed time



There is a text chat feature in this system. If you choose to utilize the chat during your meeting, please note that the person you are speaking with does not automatically get a notification, so make sure let them know you are putting some information in the chat.

If you do not initially get a timeslot, please be aware that additional slots may open up as more volunteers are added or as students cancel. Please keep checking the InternX system for openings.