

H O W   T O   U S E



L E A R N   -   P R A C T I C E   -   S H A R E

MERCY  
COLLEGE

CAREER AND  
PROFESSIONAL  
DEVELOPMENT



# WHAT YOU'LL NEED

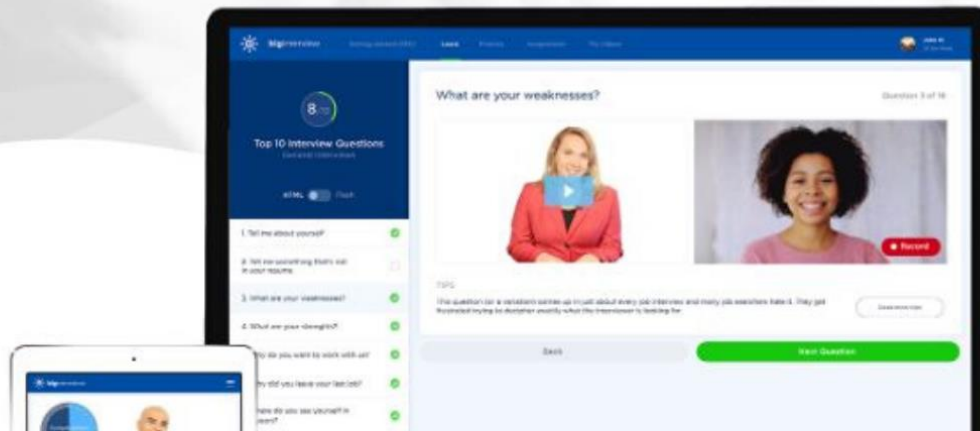
- Computer or laptop running Windows 7 or later, or Mac OS X v 10.9
- Google Chrome v. 25 or higher (preferred)
- Webcam & microphone **or** smartphone with Big Interview app downloaded

Log onto  
<https://mercy.biginterview.com/>  
and click login

Return to Mercy College Login Admin Log



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





## SECURE LOGIN:

Sign In

Having problems logging in? Click here

## NEW TO MERCY COLLEGE

Mercy Connect Beginners Guide

## WELCOME TO MERCY COLLEGE

This login page provides secure access to student and administrative applications including the Mercy Connect portal, Degree Works, Library Materials and EAB Campus.

If you experience any issues with access to your account please contact the Helpdesk at [helpdesk@mercy.edu](mailto:helpdesk@mercy.edu) or call 914.674-7526.

1. Big interview is single sign on!
2. Sign in using your mercy.edu email and password you use for Mercy Connect, Handshake, etc.

Having problems logging in?  
Forgot your password?

Announcements  
Job Openings

Once you have logged in, you can use Big Interview on your desktop or laptop computer, or through the Big Interview app, available in the App Store or Google Play Store. Simply download the app and log in to your account.

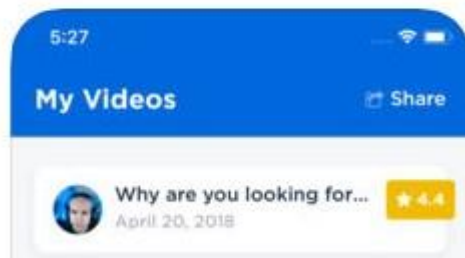
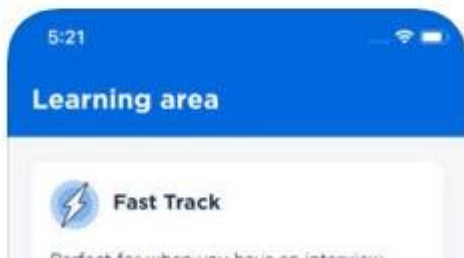


## Big Interview 4+

Skillfull Communications


Free

### iPhone Screenshots






# When you log in, you'll see your student landing page. This guide will walk you through the main features to use, but feel free to explore!



[Dashboard](#) [Learn](#) [Practice](#) [My Tools](#) [My Videos](#) [Assignments](#)


[Back to Admin](#)  Lyn

Welcome, Lyn. Start your Big Interview journey here.

Start Here

Your Big Interview checklist0%


☐



**Complete your profile**  
Confirm your email and add a profile picture

>


☐



**Watch your first lesson**  
Start one of our learning modules

>


☐



**Record your first video**  
Start recording your answers in the practice area

>

☐



**Get your first review**  
Get feedback on your answer from someone

>




# LEARN

Choose the Fast Track for brief videos that give you overviews of different interview topics.


Choose the Mastery Track for a larger library of brief videos that go into more detail, and optional homework assignments to help you.

Use the Written Curriculum if you don't want to or can't watch the video trainings.

Learn at your own pace in any of the sections!



Dashboard **Learn** Practice My Tools My Videos Assignments


Back to Admin  Ly

Welcome back, Lyn. Continue learning!

Fast Track

16 VIDEO LESSONS


Start now




Mastery Track


87 VIDEO LESSONS

Start now



 Written Curriculum

9 WRITTEN MODULES

 Negotiation Curriculum

11 VIDEO LESSONS



# PRACTICE

Choose Practice Interviews to select from hundreds of mock interviews.

Choose Interview Roulette to be asked a random selection of questions - the most difficult option but also the most realistic!

Choose Answer Builder to help you write stories you can use as interview answers.

Choose the Question Library to browse all questions and select specific ones to practice answering.





# PRACTICE


If you click on Practice Interviews, you can choose from "Standard Sets" that include general interviews, interviews by industry, interviews that ask about specific skills, and some other specific categories that might apply to your search.

In the upper right-hand corner, switch to "Custom Sets" to see customized interviews that Mercy staff and faculty have developed.


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### Start a new mock interview


[STANDARD SETS](#) [CUSTOM SETS](#)




**General** [Start Here](#)  
Covers 80% of the interview questions you might get.




**Industry**  
Start practicing mock interviews in hundreds of industries and job titles.




**Competency/Skillset**  
Practice interview questions sorted by competency & skillset.



**Admissions**  
Here you can practice interviews by program type and school.





**Government**  
Practice interviews for a variety of federal and state jobs.



**Veterans**  
Practice interviews for some of the fastest growing jobs for veterans.

[In progress](#) [Completed](#)

Interviewer	Interview name	Started on	Progress	Actions
 Jordan	Untitled - Internship in Internship	February 21, 2018	0% completed	



# PRACTICE

Under General Practice, you'll still be able to find the other specialized interviews.

You'll also see a list of general interviews tailored to different types of positions (internship, entry level, mid level, etc.).

You can choose how challenging your interviewer is, to be prepared for any personality type in your real interviews.



## General **Start Here**

Covers 80% of the interview questions you might get.



## By Industry

Start practicing mock interviews in hundreds of industries and job titles.



## By Competency

Practice interview questions sorted by competency & skillset.



## Admissions Interviews

Here you can practice interviews by program type and school.



## Government Interviews

Practice interviews for a variety of federal and state jobs.



## Veterans Interviews

Practice interviews for some of the fastest growing jobs for veterans.

## Mock Interview - General

Start flexing those interview muscles. Choose from several categories organized by experience, occupation or competency.

1. Standard

2. Challenging

3. Tough

### Top 10 Questions

Practice the Top 10 questions you're most likely to get in an interview.



Jordan



Lawrence



Pam

### Entry Level

Suitable for candidates who are fairly new to a career path, including recent graduates.



Suzanne



Joseph



Toni

### Mid Level

Suitable for candidates with some years of experience, in middle management or mid-career.



Mark



Joseph



Pat

### Senior Level

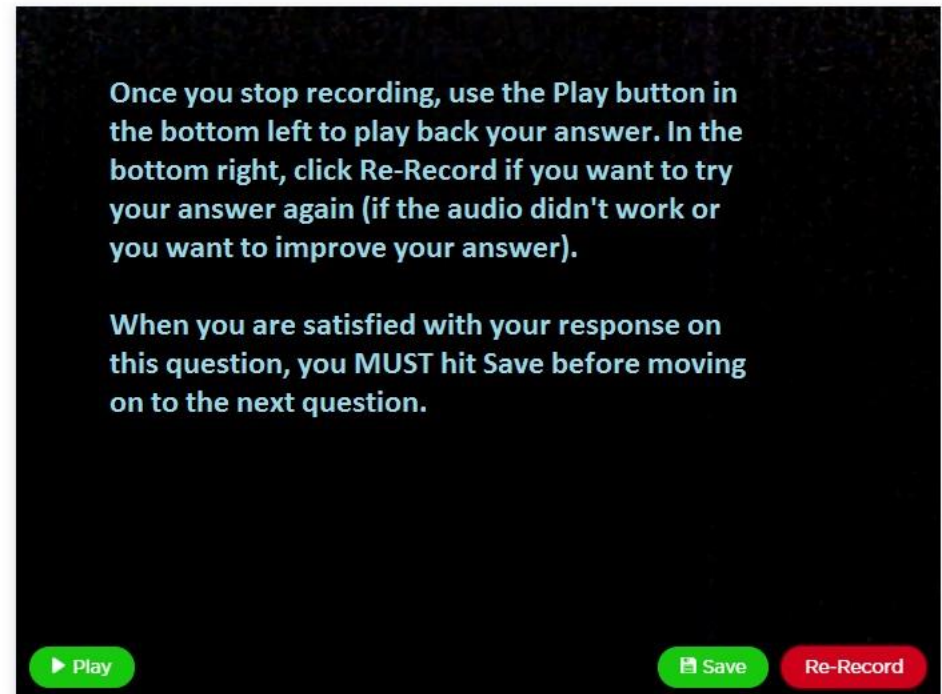
Suitable for experienced candidates seeking a senior level position.





# PRACTICE

**TIP:** When going through a Mock Interview, after you record an answer to a question you **MUST** hit Save before you move on to the next question, if you want that answer to be saved to your interview. If you re-record your answer or click "Next question" before saving your response, it will not record in your interview. You can save as many answers to each question as you wish.



Tell me about yourself.

Previous question

Next question



Just be absolutely sure to click "Save" on any answer you might want to keep. If you don't Save at least one answer to a question, you won't be able to review it or share it later. You can always delete videos later if you don't want them, so it's better to Save than not!

MERCY COLLEGE

DashboardLearnPracticeMy ToolsMy VideosAssignments

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Lyn

0/6

HLSC 102 - Leis (Test)

HTML5Flash

Tell me about yourself.


Why did you choose this career?

Tell me about your proudest accomplishment.

What are your greatest strengths?

Which of your courses or projects have helped prepare you for this internship?

Why are you interested in interning with us?



Play

Tell me about yourself.

Previous questionNext question

Once you stop recording, use the Play button in the bottom left to play back your answer. In the bottom right, click Re-Record if you want to try your answer again (if the audio didn't work or you want to improve your answer).

When you are satisfied with your response on this question, you MUST hit Save before moving on to the next question.

Play

SaveRe-Record



# PRACTICE

When you've completed an interview, or individual questions, you can manage those videos in the "My Videos" tab. If you wish to share your videos with someone - a career counselor, PACT Mentor, professor, friend, family member, etc. - for feedback, just check off the questions you want to share, and click the blue "Share" button.

*Note: if you completed an interview as part of an Assignment (covered later in this guide) you don't need to do this. Assignments are submitted automatically.*



[Practice](#) [My Tools](#) [My Videos](#) [Assignments](#)

Select all

1 selected answer

Share

Delete


Video	Recorded On	Self Review	External Reviews	Actions
<div><input checked="" type="checkbox"/></div> <div></div> <div>Why are you interested in interning with us? Question Library</div>	February 21, 2018	★ N/A	★ N/A	...
<div><input type="checkbox"/></div> <div></div> <div>Tell me about yourself. Question Library</div>	February 21, 2018	★ N/A	★ N/A	...


# PRACTICE



Once you click Share, you can either copy a link to your video and paste it in a separate email, or send your email directly through Big Interview. Just add their email(s) and write a message, and click Share Now.

Your reviewer will never need a Big Interview account. They will receive a direct link to your video that will open in a browser. They will also be able to rate your questions in several different categories and leave comments. You'll see this feedback the next time you open this question in "My Videos."





Sharing 1 Answer

Share via email

Share internally

**Note:** once you share your videos, they will be visible to the reviewer. You can make your videos private again at any time.

Copy link

<https://app.biginterview.com/s/54b5cbc57d>

Copy

E-mail the following people

Add emails

Your message

Share now





# PRACTICE

Some interview questions ask you to tell a story ("Tell me about a time when..."). However a question is phrased, you should be ready with some great stories to tell.

Interview stories follow a specific format called STAR, and need to be perfectly balanced - just enough detail, but not too much - to keep your interviewer's interest and answer the question well.

The Answer Builder walks you through crafting great interview stories. From the landing page, click "Add a Story" to get started.

**Answer Builder:** Saved Stories

[Add a Story](#)

You don't have any stories yet.



# PRACTICE

Follow the prompts through the Answer Builder, and fill in the story pieces that Big Interview asks you for. Each page will have tips about developing that content.

When you're done, your stories will be saved in this section for you to review later. You'll also be able to export them to a Word document.

## Answer Builder

[View your answers](#)



**Answer Builder Home**  
Getting started



**Step 1: Name your story**  
Take a moment to give your story a name.



**Step 2: Situation/Task**  
Outline the problem or task



**Step 3: Approach**  
What approach did you take?



**Step 4: Results**  
What were your results?



**Competencies Demonstrated**  
What competencies are you demonstrating?

### Take a moment to give your story a name.

Try to pick a name that's descriptive so you remember if it was customized for a particular company or position (e.g. Communication Skills - Senior Mgmt Presentation - XYZ Company)

Enter story name here

[Back](#)

[Save and Finish Later](#)

[Continue →](#)



# ASSIGNMENTS

If you are completing a mock interview assignment for a class, and *received an assignment code*, then click the Assignments tab to get started.

Enter the assignment code, and click "GO." You'll be taken directly to the mock interview for your class.



[Dashboard](#) [Learn](#) [Practice](#) [My Tools](#) [My Videos](#) [Assignments](#)

[Active](#) [Submitted](#)

**Have an assignment code?**

Enter your code below


\*code should be 6 characters long.



# ASSIGNMENTS

You'll see the title of the interview, and the interview questions on the left. If you want to go back to the Learn section to review before completing your interview, go ahead. You may also get some tips as you go through your interview.

You should see your face on the right-hand side if your camera is set up.



DashboardLearnPracticeMy ToolsMy VideosAssignments

Back to Admin

0/6

HLSC 102 - Leis (Test)

HTML5Flash

1. Tell me about yourself.


2. Why did you choose this career?

3. Tell me about your proudest accomplishment.

4. What are your greatest strengths?

5. Which of your courses or projects have helped prepare you for this internship?

6. Why are you interested in interning with us?



Play

Tell me about yourself.

Previous question

Your face will appear here if your camera is set up correctly!

Start Recording

Next question



Be sure to Save any answer you like at all - it will be lost otherwise! You can save multiple answers to one question, and then select the one to submit later.

[Next question](#)



# ASSIGNMENTS

Once you have Saved an answer to each question, and you're happy with your interview, click "Finish Assignment." You're almost done, just one page to go!

Dashboard Learn Practice My Tools My Videos Assignments

Back to Admin



is (Test)  
Flash

career?

st accomplishment.

lengths?

projects have helped  
p?

interning with us?

Some questions have tips you can view before answering!

Play

Tips

Why are you interested in interning with us?

Previous question

After you've finished (and Saved!) the last question, click Finish Assignment to submit your interview assignment. It will automatically be submitted to your professor.

Play

Save Re-Record

Finish Assignment

Support





# ASSIGNMENTS

On this page, you have to select a video for each question, which you will submit for your assignment. If you only recorded one answer, just click the button at the bottom of that video to include it. If you recorded multiple answers, pick the best one (you can use the play buttons here to rewatch them) and select it. Once you have selected at least one video for each answer, the Submit Assignment button will turn bright green. Click that, and your assignment will be automatically submitted to your professor.

## HLSC 102 - Leis (Test)

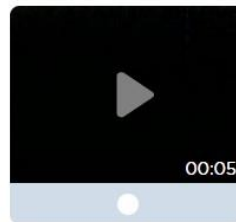
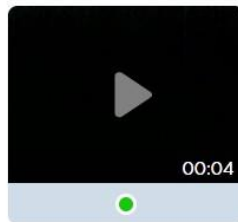
Due February 23, 2018

Submit Assignment

1

Tell me about yourself.

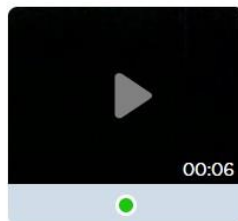
Record another



2

Why did you choose this career?

Record another



3

Tell me about your proudest accomplishment.

Record another



# ASSIGNMENTS

After you submit your assignment, you'll be taken back to the Assignments tab. Click on Submitted to see all your submitted assignments, including the one you just finished. Assignments in the "Submitted" section were submitted correctly.

If your professor is rating your assignments in Big Interview, click View on the individual assignment to see their feedback. Otherwise you're done!

[Active](#) [Submitted](#)

## HLSC 102 - Leis (Test)

Due February 23, 2018

[View](#)



# ASSIGNMENTS

Hint: You can stop an assignment partway through. We don't recommend it - you should try to complete your interview in one sitting to mimic the real thing. But if you absolutely have to, you can click out of your assignment and it will be waiting for you under Assignments - Active.

Simply pick the one you were working on and click "Continue" and it will resume where you left off.

[Dashboard](#) [Learn](#) [Practice](#) [My Tools](#) [My Videos](#) [Assignments](#)

[Back to A](#)

[Active](#) [Submitted](#)

**Have an assignment code?**

Enter your code below

GO

\*code should be 6 characters long.

1/3

**Test Assignment**

Due February 23, 2018

Continue

33%

0/6

**HLSC 102 - Leis (Test) - 2**

Due February 23, 2018

Continue

Contact Career &  
Professional Development

Questions?

[cpd@mercy.edu](mailto:cpd@mercy.edu)  
914-674-7203

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