



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY

### **Big Interview Mock Interview Assignment Reviewer Instructions (Sample – Adjusted for each course assignment)**

#### **Overview:**

The \_\_\_\_\_ department at Texas Woman's University (TWU), in collaboration with the TWU Career Connections Center (CCC), has created a mock interview assignment for TWU students in the \_\_\_\_\_ course. TWU students are completing their mock interviews through a Big Interview assignment, and TWU faculty, the CCC team, and industry professionals are reviewing the interviews and providing feedback.

**Big Interview** is an interview skill-building website that allows individuals to receive and respond to a set of questions in the form of a mock interview assignment. Once the individual completes their recorded interview, they can submit it for review.

<https://careerconnections.twu.edu/resources/big-interview/>

#### **Assignment:**

Students have each received a mock interview assignment to complete. The mock interview assignment consists of video recorded questions that the students are asked to review and provide answers to by video recording their answers to the questions. The students have spent time preparing the answers to their questions, recorded their answers, and then submitted the recorded answers through the Big Interview site for their assignments to be reviewed.

#### **Assignment Review Expectations:**

Big Interview has a rating system built in for each interview. **We would like for you, the reviewers, to provide a review of the entire assignment using the rating rubric and also by providing comments to a student in the space that is provided for additional feedback.** You may also provide feedback for each question individually, or for certain questions that you want to respond to individually – **this would be in addition to the overall assignment review/rating and feedback.** The process for this is provided in the following instructions below.

#### **Assignment Review Process:**

The CCC team will e-mail a reviewer one or more interviews for the reviewer to review and provide feedback.

The e-mails will come from the Big Interview system:

#### **Example:**

[Big Interview] From Elizabeth MacDonald -- Please review my assignment

- **Click on the link that is provided in the email after “Please follow this link to review the answers.”** (Do not click the “Check out this assignment completed on Big Interview.” If you click on the link to Big Interview, it will take you to Big Interview’s site.)



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY

### Example:

Check out this assignment completed on [Big Interview](#)

**Please follow this link to review the answers.**

<https://app.biginterview.com/s/interviews/888581>

- After you click on the link to review the answers, **the link will take you directly to the interview** and your screen will display a video of the student answering the first question in the interview assignment. You can watch/listen to a student's response to any question as many times as you need to before providing your feedback. Below the video of the student, you will see a rating rubric and you will also see space provided to add additional feedback. The rating rubric is from lowest to highest, with the first circle being the lowest, and the fifth circle being the highest. For each area, you can provide a rating by clicking on the circles to provide your ranking. You also can add additional feedback in the box provided. Click Save Review when done.



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY



### Your Review

### Other Reviews

Answers the question well <sup>?</sup> ○○○○○

Appropriate attire <sup>?</sup> ○○○○○

Appropriate body language <sup>?</sup> ○○○○○

Communicates enthusiasm <sup>?</sup> ○○○○○

Conveys relevant qualificati... <sup>?</sup> ○○○○○

Does not use fillers (UMS/U... <sup>?</sup> ○○○○○

Keeps answer concise <sup>?</sup> ○○○○○

No nervous gestures <sup>?</sup> ○○○○○

Speaks clearly <sup>?</sup> ○○○○○

Steady eye contact <sup>?</sup> ○○○○○

Additional feedback

Your Name

Email



I'm not a robot



reCAPTCHA  
Privacy - Terms

Save review

- You can review the individual questions and provide feedback, **but we do want you to provide a rating and additional feedback to the entire interview.**
- To review the rest of the answers that the student recorded, to the right of the screen, at the top, you will see the additional questions. Each response is provided in the form of a video recording, so each response is called a video. Click on each question/video and you will be able to review the recorded response to each question. You'll have the option to provide feedback for each additional question/video recording.
- To provide a review for the entire assignment, **you will need to click on the green "Review Entire Assignment" button on the top right of the screen (the interview questions/videos are found below it). A rating scale will pop up along with the space for the additional feedback.**



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY

- When providing a rating and feedback, fill out the form with your name, e-mail address, and then check the “I am not a robot” box and then click the “**Save Review**” button. You will do this if you respond to an individual question and also when you review the entire assignment.
- If you reply to multiple questions, after the first question, you will see a button that says “**Update Review**”. Click on that button so that all information is saved for each question that you provide information for.

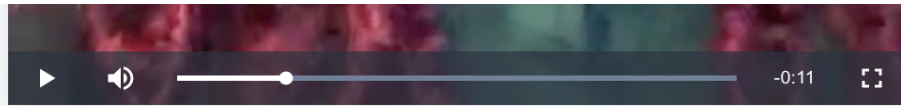
A screenshot of a video review interface. At the top, there is a dark blue header with a white circular profile icon containing a blue silhouette of a person. Below the icon, the name "Shalom Anyiam" is displayed in white, followed by the text "Shared 2 videos for review" in a lighter blue. A prominent green button with white text says "Review entire assignment". Below this header, there are two video entries on a light blue background. The first entry has the text "Tell me about yourself." and "Recorded on October 15, 2020" on the left, and a star icon followed by "N/A" on the right. The second entry has the text "Do you have any questions for me?" and "Recorded on October 15, 2020" on the left, and a star icon followed by "N/A" on the right.

**Please scroll down to the next page for an additional screenshot & for further instructions.**



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY



### Your Review

### Other Reviews

- Answers the question well
- Appropriate attire
- Appropriate body language
- Communicates enthusiasm
- Conveys relevant qualificati...

- Does not use fillers (UMS/U...
- Keeps answer concise
- No nervous gestures
- Speaks clearly
- Steady eye contact

#### Additional feedback

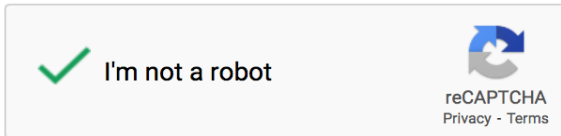
Great job on conveying your excitement about the position and what you hope to do within the company.

#### Your Name

Elizabeth MacDonald

#### Email

emacdonald@twu.edu



**Save review**

### What the student sees:

Each time you click "Save review" or "Update review", an e-mail is sent to the student letting them know that they have received feedback on their assignment. They will receive an e-mail for each individual question (if you provide feedback for individual questions) and an e-mail for the review of the entire interview.

### Your feedback:

You can be as detailed as you would like to be in the additional feedback space. This assignment has been created for students to work on their interviewing skills, so your feedback is very important to the support and growth of our students in the job search process. Please share with them what you are seeing in terms of things to improve upon and ideas for how to make improvements, and if there is something that you feel they should not do/never do, please share this advice with them. Encouragement is also very helpful to our students, so areas that they are doing well on or that you see as a strength for them as an interviewee, please provide that feedback as well. Overall, a positive air is what we find to be most helpful with the tone of the assignment review, along with honest, constructive feedback so that students can consider areas that they



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY

need to make changes to for future interviews with employers/graduate programs for real job/career or advanced learning opportunities.

**Thank you for providing your expertise and knowledge with our students!** Please contact me with any questions.

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