

Instructions for using Perfect Interview

Go to the CPCC Career Services Website: www.cpcc.edu/career

- Click *Students & Graduates*
- Click *Interviewing Assistance*
- Click *Online Interviewing Help*
- Click *Create your account or log on to get started*



1. Click the *Create Account* button on your first visit to *Perfect Interview* (on subsequent visits, you will simply log on)
2. Enter your first name, last name, and CPCC Student Email Address. Check the appropriate box and *Create My Account* button
3. Perfect Interview will assign and send to your email a password
4. Open your CPCC Student Email Account (in a separate internet browser window is best) at <http://email.cpcc.edu> to retrieve your password
5. Once you have your password, return to Perfect Interview website (repeat steps at top of this page)
6. Click the *Log On* button
7. Enter your User ID (your CPCC Student Email Address) and the password that was sent to you, click the *Log On* button
8. Click the *Start a New Interview* button
9. Use the pull-down menus to indicate your level of experience and the type of position for which you would like to interview; click *Continue*.
10. Click the radio button that reflects your desired interview length/number of questions and decide whether you want to choose questions or you want *Perfect Interview* to choose them (recommended)
11. Click *Yes to Use Video Capture?* if you wish to record your practice interview. If you want to just type responses to questions, click *No*.
12. Indicate whether you are using a high bandwidth internet connection or a dial-up, low speed connection.
13. Review your selections and click the *Start Interview* button
14. Follow the onscreen prompts to conduct the interview. Remember to speak loudly and clearly while looking directly at the webcam. When you click REPLY, wait until you see yourself on the screen before you start speaking.
15. If you are not using a webcam and are typing your responses, simply click REPLY and type in the box.
16. When you are finished with your interview, click EXIT, and save the session by giving it a name and clicking the *Save* button
17. To see interviews that you have already completed and get feedback on them, click *Review Saved Interviews*
18. Select the interview you wish to send to a career counselor by clicking the button next to the appropriate session
19. Click the *Share* button
20. A small window will appear. Type the email address of the person to whom you wish to send your practice interview and click *Share*. You may also send your interview to career.services@cpcc.edu
21. Be sure to close your interview list and Log Off when finished using *Perfect Interview*

TIPS

You will need to create a user profile on the Perfect Interview website before you can record any interviews. Your CPCC Student Email Address is required to create a user profile. You will need to have your CPCC SNAP activated before you can use Perfect Interview. All CPCC Student Email Addresses end in @email.cpcc.edu. You can manage your SNAP Account by visiting <http://snap.cpcc.edu>. Unless indicated otherwise, you may record (and/or re-type) interview responses as many times as you wish. If you have any questions, please contact Career Services.