Follow these simple steps to create a free account:

1. **go to https://nysdol.interviewstream.com**

2. **Click "Register" under the Email Address box to set up your account.**
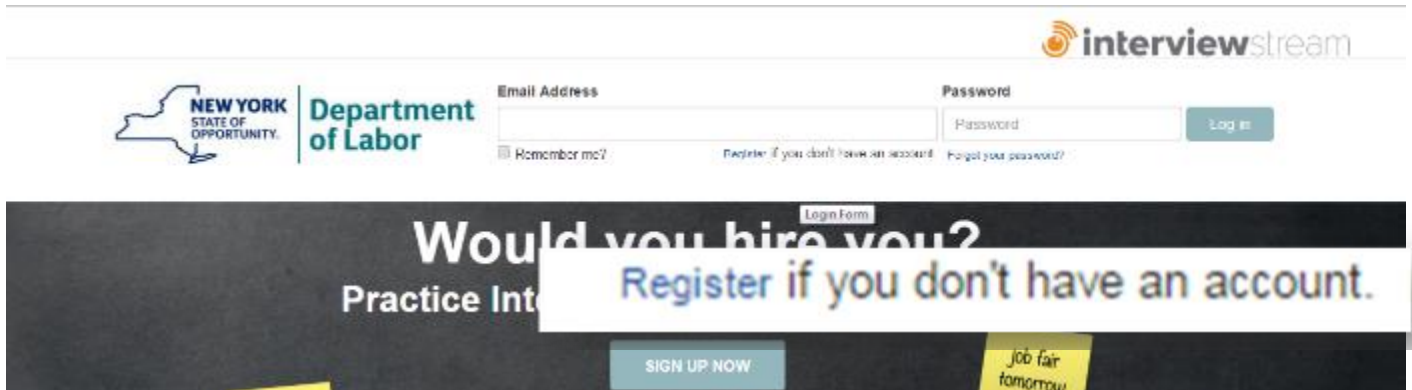
3. Select your location admin: _____ from the drop down menu, then enter your name and email address, and create a password (passwords must be 6 characters and contain a capital letter and a number). Click "Register" to create your account.
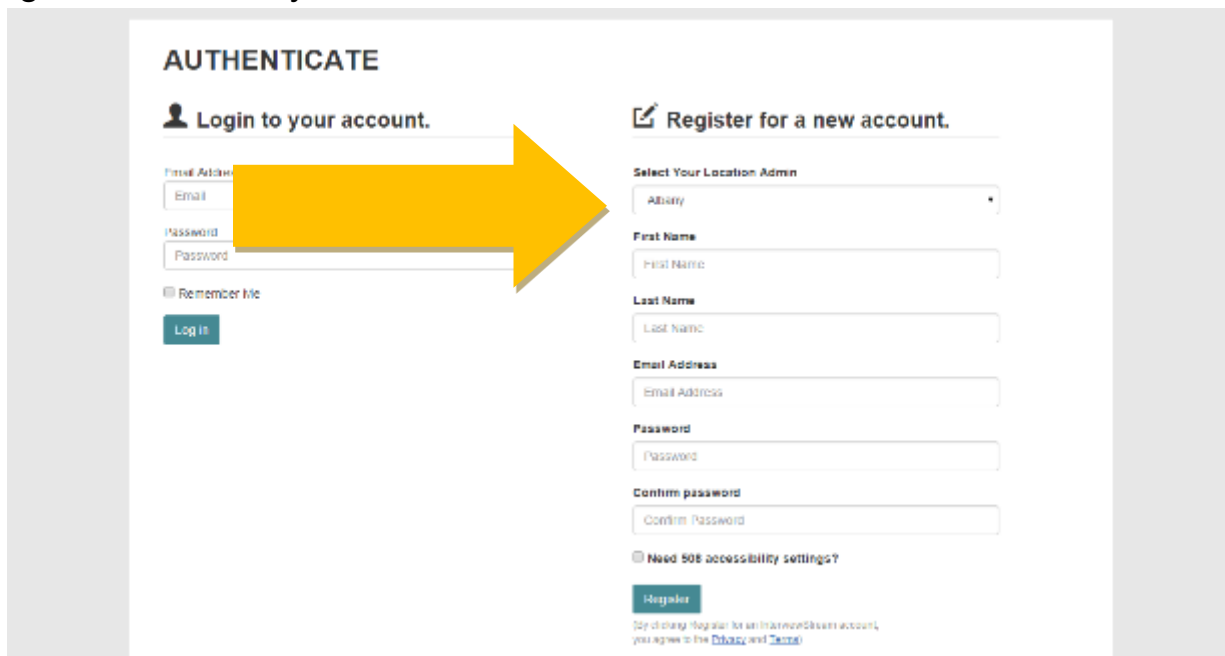
4. You will receive an email confirming your account has been created from noreply@interviewstream.com Check spam folder if you do not receive this.

To complete a Practice Interview Follow these simple steps:

1. Click "Conduct Interview" if you are ready to select an interview and get started.

2. Select "**Created for Me"** or click on **Take Premade Interview** to complete an assignment. To create a customized interview select **"Custom Interview"** or click **Take Custom Interview**.

3. Before beginning your interview, the system will take you through a six step process to make sure you have optimal settings for your practice interview.

1. The first is an internet speed test "Next" will appear when you pass the test.
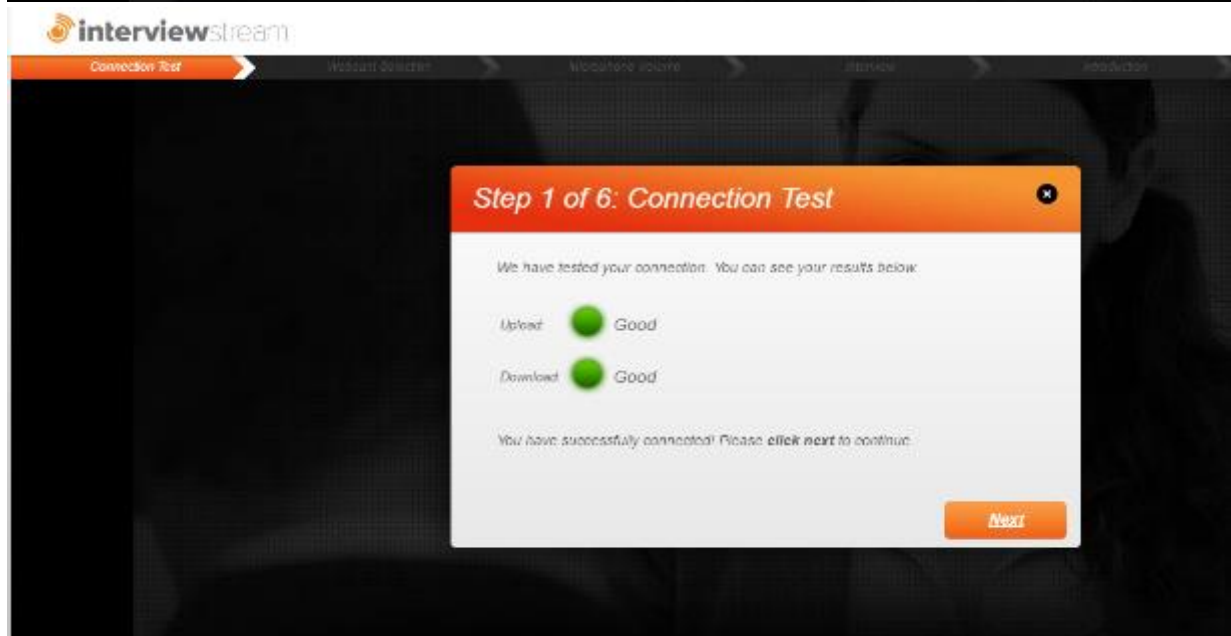
2. The next test is a webcam check. Click "Allow" to give the system access to your webcam.
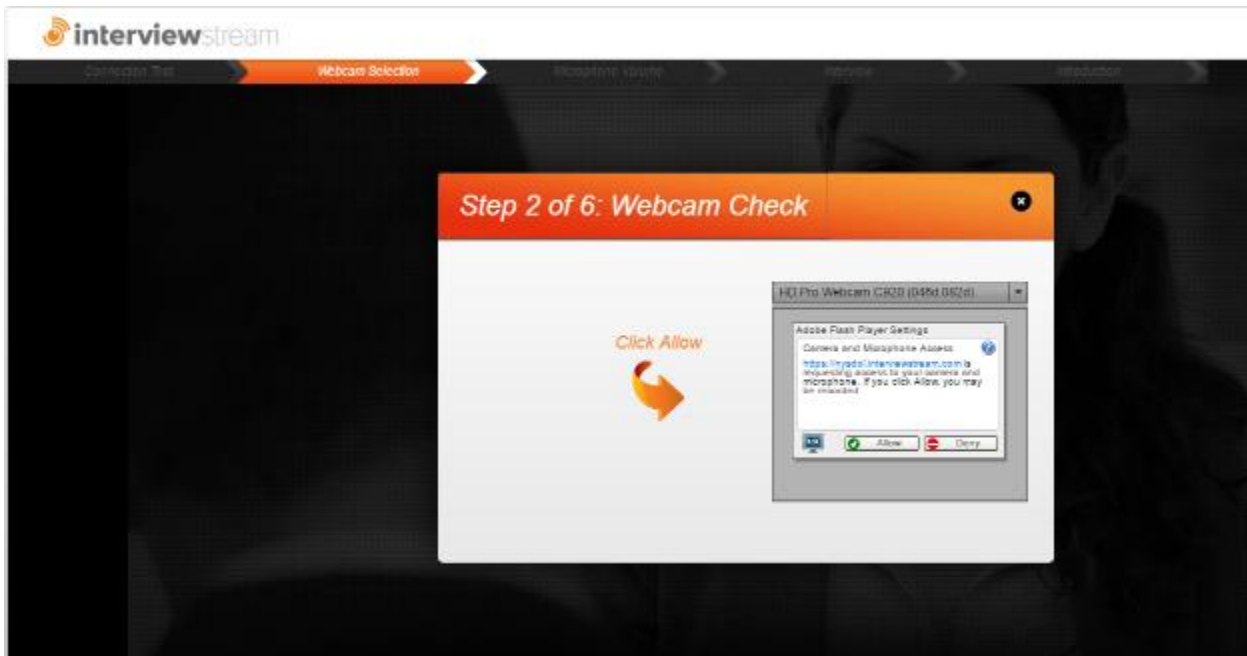
Next, the system will check your webcam to make sure you are visible on the webcam. After you adjust your webcam and are happy with the adjustments click Next.

3. The final system check is a microphone check. Speak normally and adjust the gray slider until your volume peaks at the red line. Click "Next" when prompted.
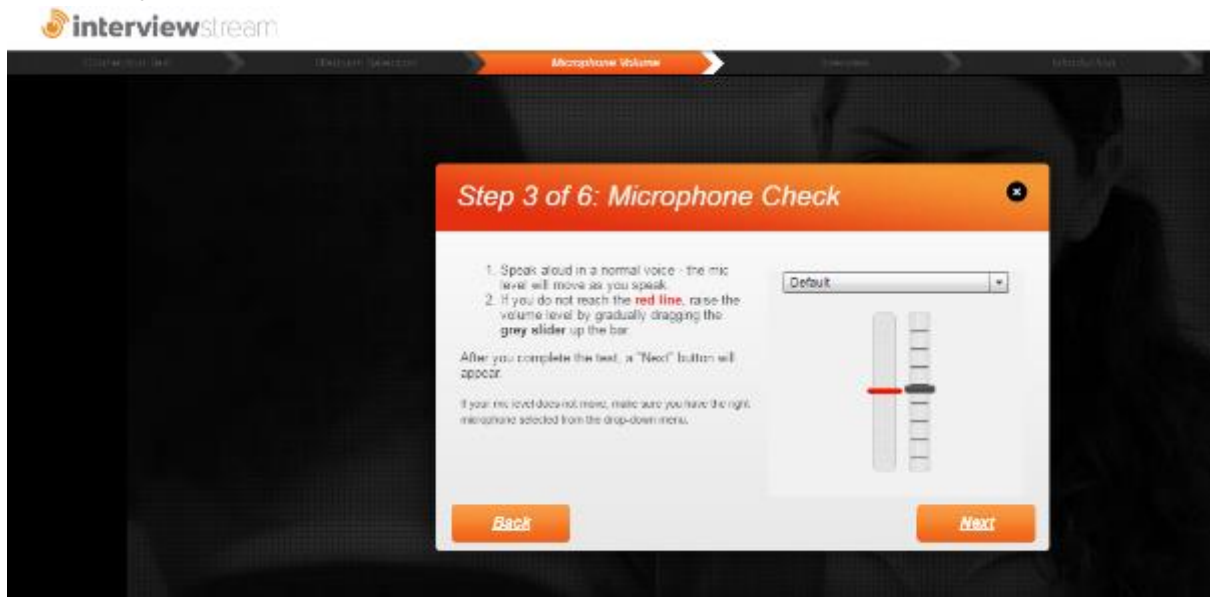
4. To move forward select "Proceed to My Interview."

5. The interview includes a short introduction (intro Video). The first question will be asked immediately after the introduction's completion.

   After the question is asked, there will be a countdown before you can record a response. Record the response and then click anywhere to stop recording.
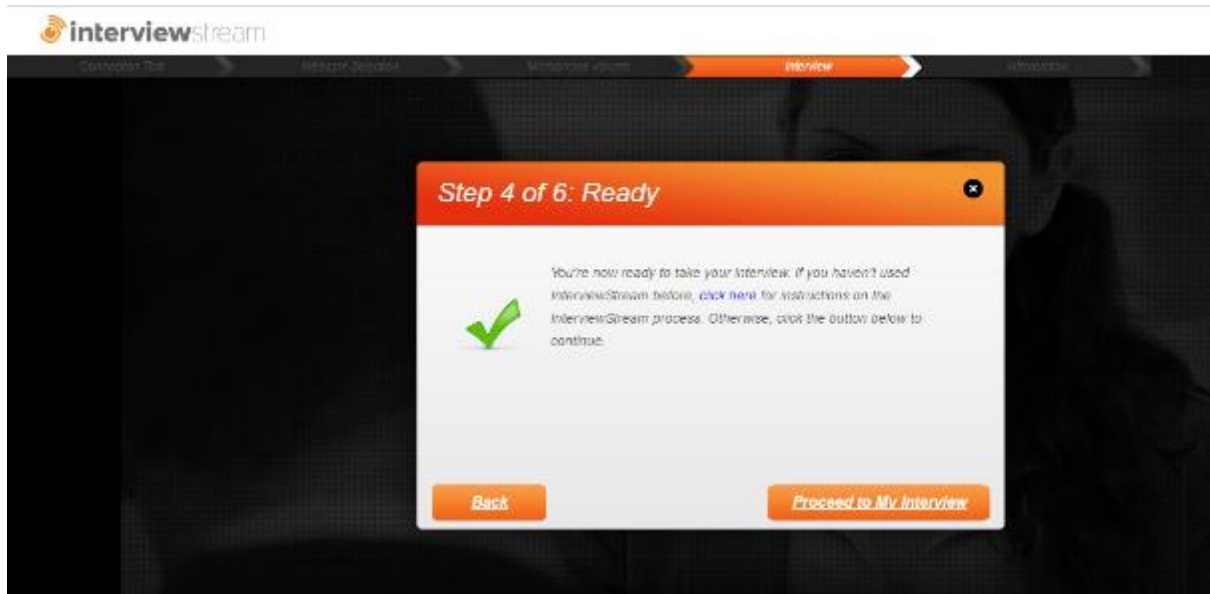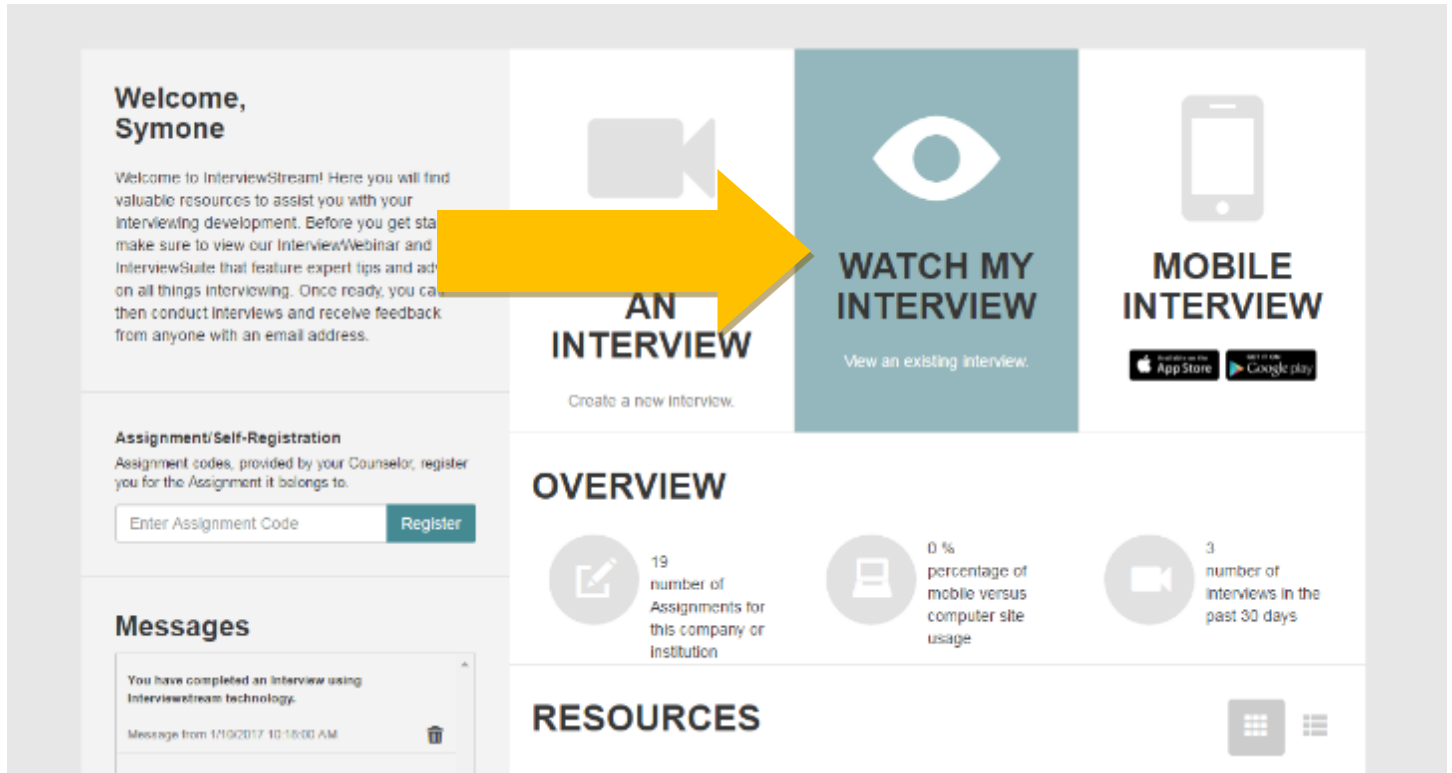
   After recording your response you'll have three options. You can review, retry, or submit your response.

6. After submitting your final response an (outro) video will play and your responses will be uploaded. Be sure to leave your browser open until the upload is complete.

To view and critique your completed interview, from the main screen, click on "Watch My Interview."

System Requirements

Video Interview Requirements

Webcam
Computer Microphone
Internet Connection (Cable, Fiber, DSL)

System Requirements

XP, Vista, Windows 7 & 8, OSX 10+, iOS, Android
Processor: 2.0 GHZ or better
Memory: 2GB or better
IE 9*, Firefox 3.0+, Chrome 3.0+, Safari 5+
*InterviewStream recommend browsers - Chrome 3.0+, Firefox 3.0+, IE 11+, or Safari 5+

If you need assistance please email interviewstream@labor.ny.gov

Interview Stream Tips

- If you do not have a home computer with a webcam, schedule a time to use Room 707 computers to practice your interview. Afternoons are best due to a decrease in college internet traffic. (you need high speed for the video to work properly)

- Once you complete your interview – **wait until it is uploaded this may take a minute!** Once uploaded your interview is saved in your account! Complete the online Self-Evaluation, make comments and count your "umm" & "likes." Or use the paper Self-Evaluation form provided in this book.

- After completing the interview, Go back and Select - Watch My Interview – **Share your interview with your advisor to get feedback!** You must insert their email address!

- If completing the interview on your phone you will have a limited program with no tools and resources. You will have access to 5 default questions and the opportunity to review answers. You will not be able to share answers with an advisor.

Helpful Resources!

Strongly Recommended!

- ▶ InterviewSuite
- 📄 Self Evaluation Form
- 📄 User Guide
- 📄 Umm Like Guide
- 📄 Elevator Pitch Guide
- 📄 Best Practices
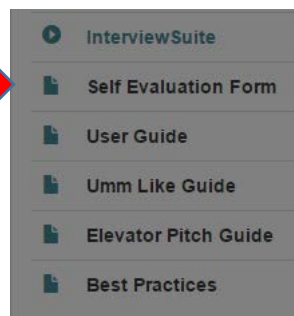
Interview Suite – Very Helpful Ideas for Answering Many Key Question!