CAREER OPPORTUNITIES & EMPLOYER RELATIONS

InterviewStream Video Recording Instructions

Step 1: Once you are on a Admin Dashboard, click on the “Interviews” tab on the left
Step 2: Click on Question Admin (the third option on the top menu bar)
Step 3: Click Record New Video under My Folders
Step 4: You will see “Select Your Video” pop-up window. Click on “Test Device” button and then click Allow
Step 5: Adjust the Volume Level arrow above the red marker and say a word, for example “check”
Step 6: Click on “Continue” button
Step 7: On the text box, type question, then click on “Continue and Start Recording”
Step 8: Record your question and click anywhere on the screen when done
Step 9: You will see three options (1) Review, (2) Retry, & (3) Submit. Click review to listen to the question and check volume level etc., click retry to record the question again, and click submit when everything seems perfect
Step 10: When you click Submit you will see a pop-up window, make sure to select “Make this Recording a Question” option and click confirm
Step 11: You will see a dialog box, click “Yes” to record another video and click “No” to finish recording
Step 12: Once you click “No” you will see a pop-up window, select “Add to a new folder” option, type your company’s name in the text box, and click “Confirm”
Step 13: The interview should be saved under My Folders. Click your company’s name to see if the questions have been saved correctly