Mock Interview Instructions
on UIICCareers.com

1. Go to UIICCareers.com and click on “Student/Alumni*”

*Some services are available to alumni up to 3 years following graduation date. For more information, refer to the Career Services website.

2. On the sign in page (shown below) log into your student account using your UIC email address and password.

If you are a first time user or forgot your password, please type in your UIC email address and then click on the Forget password so that you may receive an email link to setup your UIICCareers account password and login.

3. If you receive the message ‘Password sent via email.’ check your email within the next 30 mins, if no email arrives please call the office of Career Services at (312) 996-2300 to have the email resent.

Check your inbox and look for subject email -UIICCareers.com Forgot Password request and click the link provided. Setup your UIICCareers account password and login.
4. Locate **Mock Interviews** option either on the left side under the Resources section, or, on the right side of your screen under the Shortcuts section*.

*Note: If after selecting Mock Interviews you are redirected to your My Account section, you must update your account information before proceeding to the selected section.

5. **Search for, and select, a Recommended Mock Interview.**

There are several recommended mock interviews based on majors, or consist of general questions commonly asked in an interview.

If you are unsure which one to select, you can choose one of the three UIC General Undergrad mock interview options under the Recommended Interviews section.

6. **Set up your Audio and Video Settings.**

Click on **Record New Attempt**.

Click **Allow** for both Adobe and Browser Requests.

Click here to test your sound and video settings.
Choose to do a practice question (recommended), or start your mock interview.

- **Practice** – Try out a practice interview question before recording. You can review your response, but it will not be saved.
- **Start Interview** – At the start of the mock interview you will receive instructions. Please read them carefully. Once the interviewer asks you a question, you will have 30 seconds before you are required to respond and 3 minutes to respond to the question**.

The question will be at the top of the screen for a quick reference. Once you are done answering your question, select ‘Stop Recording Answer,’ then select ‘Next Question’ to continue your mock interview. If you run out of time while answering the question the recording will stop. You must then select ‘Next Question’ in order to continue.

**Additional tip:**
Before you start your mock interview, make sure you are in a quiet area. For additional advice on how to complete a successful video interview, view this YouTube video: [https://youtu.be/rQwanxQmFnc](https://youtu.be/rQwanxQmFnc).

Once you have answered all the questions, you can review your mock interview, request feedback, or exit the interview.

- To request feedback from an UIC Career Advisor, select ‘Yes’ in the Request Feedback section.
- To send a copy of your interview to someone besides an UIC Career Advisor, enter the person’s email address in the ‘Other Recipient(s)’ section. Click Submit.
For more tips and resources for interviewing, visit: go.uic.edu/interviews

- Phone and Video Interview Tips
- Interview types and why employers use each type
- Tips of how to prepare before, during, and after the interview
- Tips on what to wear to an interview
- Video of what not to do: “Interview Without a Clue”