

How to use



Faculty Guidelines

What is Big Interview?

Big Interview is a system designed to help you ace your interview and win the job! Combining a proven, step-by-step curriculum of expert video lessons with AI-based virtual practice interview tools to make you really good, really fast, no matter what life circumstances you find yourself in.

Setting Up Your Assignment

1. From the admin view, click on the Assignments button (in the top nav bar) - *If you do not have an admin account contact business careers at: businesscareers@fullerton.edu to get access.*
2. Click the green button that says "Add New Assignment"
3. You will be prompted to give your assignment a name, description, and due date.
4. Next you have the option of selecting from a pre-made template or building your own assignment.
5. You can edit a pre-made template or build a list of questions from our question library.
6. Click on the question to add it to your Assignment, and click "Save & Continue" to move the next step.
7. Select the grading criteria for your assignment. You can select the default criteria or add custom criteria.
8. To invite users to the assignment, add them in bulk via .csv file or add the name and email manually. You also have the option to share the assignment using an access code or invite them at a later time.
9. Review the details of your assignment to ensure you're satisfied. Then click "Save & Publish".
10. You can now see the live assignment on the main Assignments page.
11. Copy the "Access Code" to share with the users meant to complete the assignment.
12. Please note, you will not be able to edit Assignment questions once it has been finalized.

[Sharing My Videos](#)

[Creating an Assignment](#)