
Information & Tips for Using Perfect Interview

Perfect Interview is available for your interview preparation through The Citadel Career Center.

Getting Started:

Citadel Students are invited to use *Perfect Interview Online* to assist in their interview preparation. *Perfect Interview* will:

1. Walk you through an interview based on the amount of work experience you have and the type of position you seek.
2. Allow you to record your responses via a webcam for self-assessment and to share your recording with mentors, peers, and family for advice.
3. Review alternative answers to the questions asked to give you ideas on how to best answer.
4. Provide insight from the online Coach regarding rationale for the questions asked and/or tips on how to best answer.

Please review the following **Information & Tips** for using the program to advantage and then return to www.citadel.edu/career_services/ and click the *Perfect Interview* logo to enter the system and create your Account.

Information & Tips:

1. Before you create your Account with *Perfect Interview*, review the **Interview Preparation** website at www.citadel.edu/career_services/Interviewing.htm to obtain insight into the interview process, tips for how best to prepare (and follow-up), as well as the recommended reading of Martin Yate's "*Knock 'Em Dead*". Refer back to this information as needed throughout your interview preparation.
2. *From any computer*, go to www.citadel.edu/career_services/ and click the *Perfect Interview* logo to enter the system and create your Account as instructed.
 - a. *Microsoft Media Player is needed to view the videos and proceed with use of the program.
 - b. When you are ready to record your interview, you will need to use a computer with a *webcam and speakers. The Career Center (573 Huger St.) has a computer station set up for this purpose, available on a first come-first served basis.
3. As you follow the instructions provided by *Perfect Interview Online*, also refer to the **recommendations** listed below to maximize the benefits of this practice interview approach.
 - a. Before using the **Video Capture** service that allows you to record your responses via a webcam, **walk through at least one complete interview** by viewing the questions (and typing your responses), reviewing the suggested alternative answers, and the tips from the online Coach.
(The following campus computer labs are equipped to run *Perfect Interview* without the Video Capture service: **Bond 251, 252, 256; Capers 210, 313; Thompson 215, 220; LeTellier 203; Deas 216**)
 - b. Your response needs to fit your experience and be stated in terms you would use. Avoid repeating the responses provided by the online Coach or the interview actors.
 - c. Whether you are typing your responses or using the video capture service, **save your interviews** using a name that will help you organize them. You may want to keep a few for your personal reference to help you as you perfect your interview skills, while others may be appropriate to email to a Mentor for advice.
 - d. **When using the Video Capture service for the first time**, answer a question or two and then exit out and save your interview as a "Test". Play back your video to determine if the lighting needs to be adjusted, as well as if you need to adjust your focus when responding.
 - e. When planning to use the Video Capture service, **dress for the practice interview** as you would for an actual interview. This will allow you to see yourself as an employer will in terms of your appearance, your body language, and your verbal responses.
 - f. **Once you have saved an interview using Video Capture**, contact your Mentor and ask if you may send it for his/her advice. Note the suggestions provided by the Mentor and complete another interview video to share your improvement.

Questions? Please contact The Citadel Career Center at CareerCenter@Citadel.edu.