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Getting Started

Logging Into Illinois workNet

1. Go to www.illinoisworknet.com and click "Login" in the header.

2. Login with your username and password. Using the My Dashboard menu select "Resumes" or click on My Dashboard and then select the "Resume Builder" option.
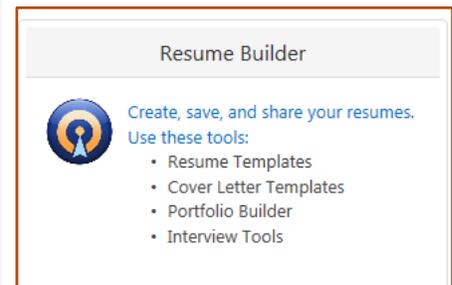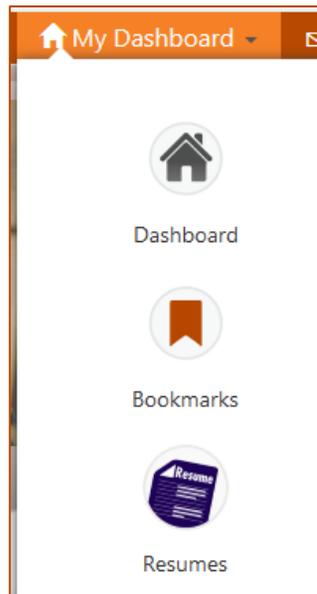
Creating a New Interview

Note: *Before you create a new interview, please make sure that your webcam and microphone have been plugged in. In addition, please close any programs which may be using your webcam and microphone, especially video chat programs such as Skype*

To begin a new Interview:

1. **Click the *Create New Interview*** button in your Document Center.

2. **Enter a name** for your Interview (names can include any combination of letters, numbers, and spaces) and click START INTERVIEW
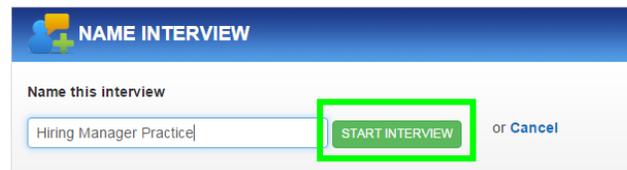
3. Select your **Options**

Interview Options

There are several options to select when creating an interview.

Note: Depending upon your institution's settings you may or may not see all the Interview Types. Some institutions may have disabled some Interview Types while adding custom Interview types. In addition, your Interviewer may not be the same as shown here.

After you enter a name, it's time to select the type of interview you would like to practice. On the left of the page is a list of interview types to choose from, ranging from first-round Behavioral Interviews to final-round interviews. On this page, you will see a selection of interview types and sub-types:

Interview Types – These are large categories of interviews, and sometimes contain additional related interviews within it.

Interview Sub-Types – These interviews are more detailed and can be found within larger interview categories. For example, if you select a Behavioral Interview type, your career center may offer several more detailed versions of Behavioral Interviews as sub-types. If a category has sub-types to choose from, a plus sign will be displayed to the left of it. If a category does not contain sub-types, you will not see a plus sign.

Moving your mouse over an interview type or sub-type will reveal a description of what to expect with your selection.
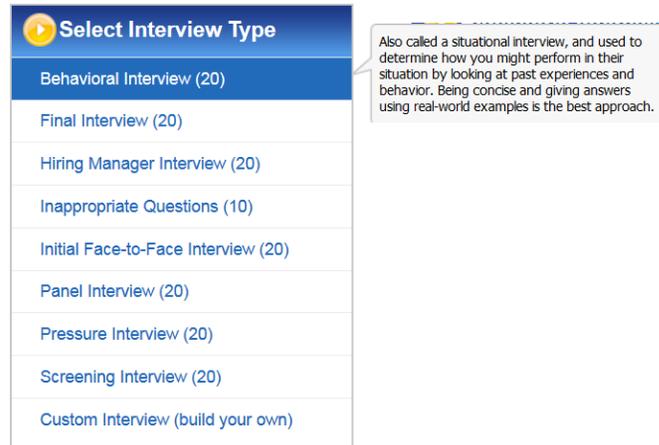
When you click on an interview type, you will also see a preview of the questions you will receive during that interview in the Interview Questions menu. The total number of questions in the interview is displayed in parenthesis next to your interview selection. It is not possible to change the number of questions you answer in that interview; you must answer all of the questions listed.
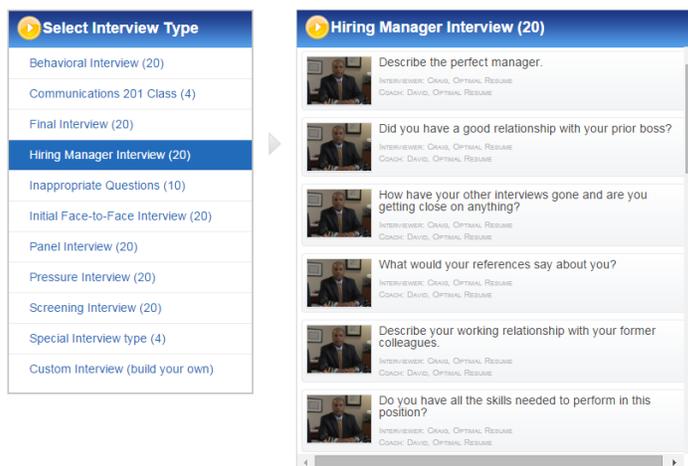
A **Custom Interview** option is also available at the bottom of the list, which allows you to build your own interview from scratch. If this option is selected, you will be brought to a new page where you can select the questions you wish to answer in your interview. More information can be found in the **Building Your Own Interview** section of this guide.

Selecting an Interview Format

To the right of the interview types are options to choose the format of your interview. Select one of the four formats before continuing. The default selection will be Video.

Video	**Video** - Record video responses with your webcam and microphone. This is a great option if you want to evaluate physical attributes such as eye contact, facial expressions, and body language.
Audio	**Audio** - If you only have a microphone, select this option to record voice responses to questions.
Text	**Text** - Write responses to interview questions in a text field. Does not require a webcam or microphone.
Just Listen	**Just Listen** - You can view the interview questions, but you will not be able to respond in any way. A good option if you just want to think about the questions before an interview, or do not have the time to formally record a response.
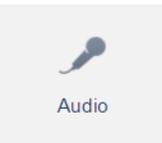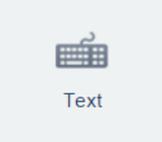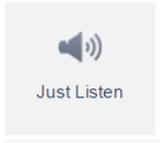
After selecting your format, click on the **Continue Interview** button to move to the next page.

Bulding Your Own Interview

Custom Interview

Selecting the **Custom Interview** option allows you to hand-pick all of your interview questions. If this option is chosen, a new menu will appear with a list of possible questions. The categories on the left can be used to filter questions by subject, such as questions related to achievements or questions related to work behavior. In the center, you will see a list of questions belonging to that category.

When you find a question that you want to add, click on the green plus (+) sign next to it and you will see it added to the **Your Interview Questions** section at the bottom of the page. To remove a question from your pool, either click on the question again or click the minus sign next to the question in the Your Interview Questions area.

If, at any time, you no longer wish to use a Custom Interview, scroll to the bottom of the page and click on the **Back** button to return to the previous page where you can select a pre-made interview. Otherwise, click on the **Continue** button to proceed.

Recording a Video or Audio Interview

If you select a *Video* or *Audio interview*, you must have your webcam and microphone installed before you record. Your devices will be automatically recognized by the program. If your webcam or microphone are not recognized, please make sure they have been installed correctly and that the drivers are up to date. In addition, please close out of any programs which may be

simultaneously using your webcam and microphone, including video chat programs such as Skype.

When you enter the recording area, you will be asked to allow the program to access your webcam. Click **Allow** to provide access*****.
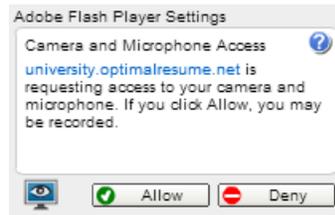
*NOTE: *Google CHROME users please note that you will need to* **click the ALLOW button** *on the banner at the top of the page*

After allowing access, you're ready to record your interview. On the recording page, the left window shows your interview questions, the center window is where you will record your interview, and the right window provides a helpful interview coach.
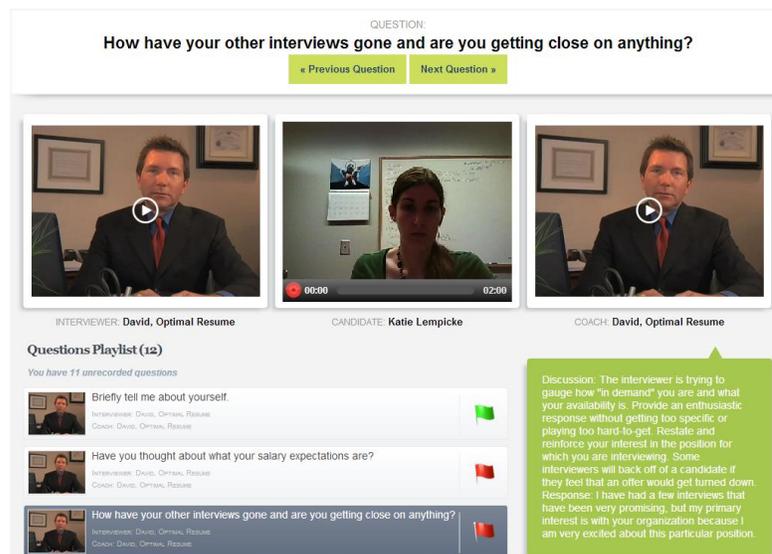
To hear your first interview question, click the play button for the interviewer's video. When the employer has finished asking the question, you may record a response at any time by clicking on the red **Record Answer** button in the center of your candidate feed.

To hear your first interview question, click the play button for the interviewer's video. When the employer has finished asking the question, you may record a response at any time by clicking on the red **Record Answer** button in the center of your candidate feed.
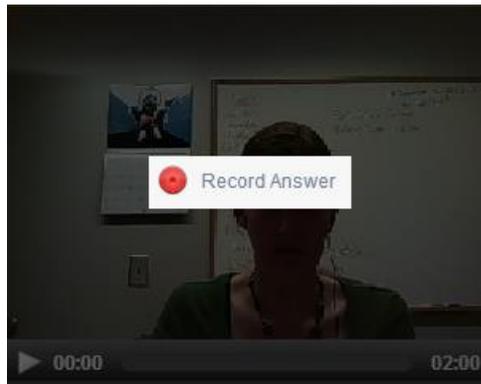
A 3-second countdown will begin then the program will begin recording your response, shown by a Recording icon at the top right corner of the webcam feed. When your response is finished, click the square **Stop** button, located at the bottom left corner of the video player.
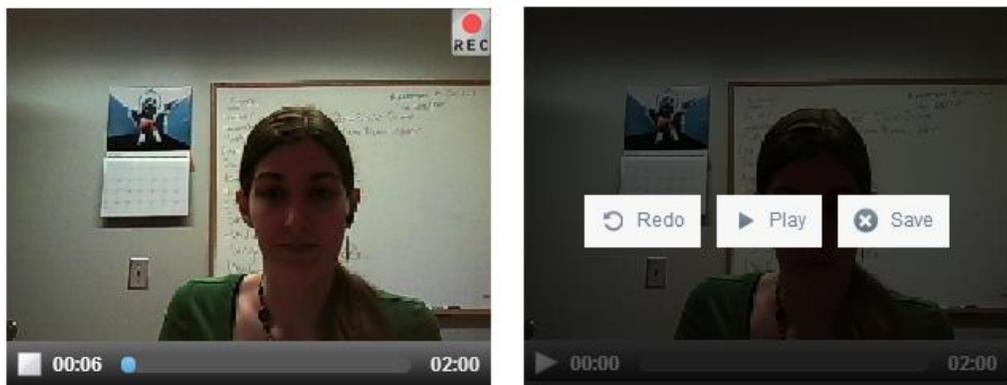
Once you click the Stop button, you will be able to view your response by clicking **Play**, respond again to the same question by clicking **Redo**, or save your response by clicking **Save**.

For every question, the interview coach will be available to provide tips for answering that particular question. Click the Play button in the coaching box to hear the coach's advice, or click Stop to stop the video. The coach's response is also written out in the discussion field, located directly below their video.

For your convenience, the current question and upcoming questions are written in the **Questions Playlist** below the interviewer's video. You are free to record your responses in any order you wish. If you don't want to respond to the current question right now, you can either click the green **Next Question** button at the top of the page or you can click on any question in the Questions Playlist to skip directly to it.

Completing a Written Interview

If you select a written interview, you can begin responding immediately as you have no audio or video settings to configure.
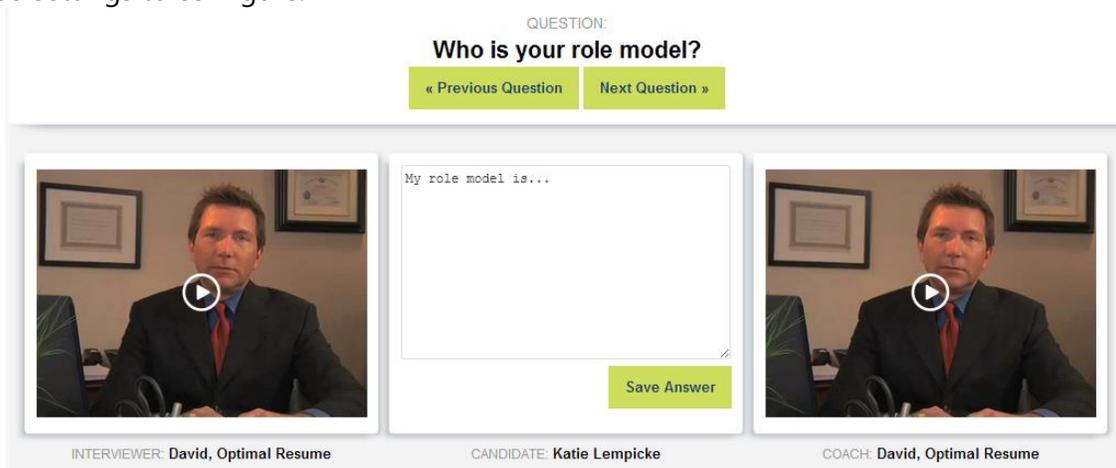
To respond to a particular question, type your response directly into the text field in the center of the recording page. When you're done writing your response, click **Save Answer** to have your answer saved. To move to another question, click on the **Next Question** button or click on a specific question in the **Questions Playlist**.

Just Listen Interviews

A Just Listen interview simply shows you the interview question and interview coach; you cannot make or save responses to questions in these interviews. Click **Play** in the interviewer's video to begin playing that question, or click **Next Question** to move on to the next question. You can also click on an individual question from the **Questions Playlist** below to move to that question.

If you would like guidance on answering a question, click **Play** in the interview coach video.

Finishing an Interview

In the **Questions Playlist**, you can view the full list of questions in your interview. Questions displaying a red flag next to them have not been answered yet.

When a response has been saved for a question, the icon will change to a green flag.

When you have finished and saved all of your interview responses, you will be able to review your responses at any time on the same page.

If you can't finish an interview in one sitting, don't worry! You can come back to your interview at a later point to finish your unrecorded responses. If you have an interview that is unfinished, you will be brought back to the recording page to complete your remaining questions.

Interview Toolbar

Using the Toolbar

At the top of the page, you will see a blue taskbar with additional features.

- **Rename** – Change the name of the current interview.

- **Delete** – Permanently remove the interview from your Document Center. Note: If you delete an interview, it is permanently removed and cannot be retrieved.

- **Review Center** (if available) – Allows you to submit a finished interview to your career center for review. Not available on all OptimalResume websites.

- **Share** – Generate a public link to share your recorded interview with others. Read more in the Sharing Your Interview section of this guide.

- **To Do** – Add tasks to complete in your interview.

- **Switch Interviews** – If you have more than one interview in your Document Center, use this tool to switch between them without having to go back to the Document Center.

Post-production Tools

Sharing your Interview

The Share Button - Copy and paste the generated link into a message and forward it to career counselors or employers.   This is a public link which can be viewed by people without an OptimalResume account.
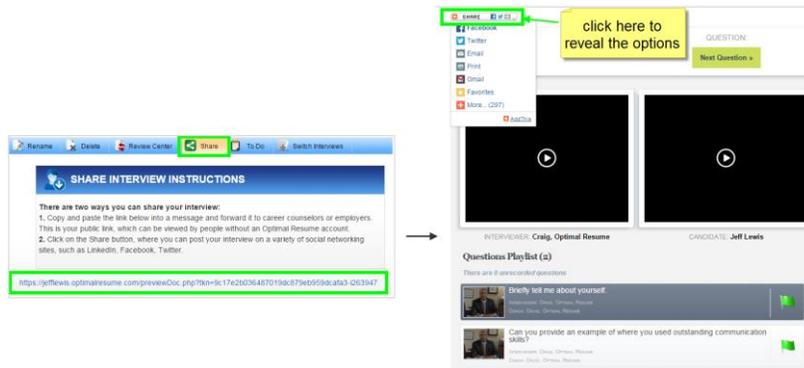
Technical Support

Support is available, please contact the Illinois workNet team at info@illinoisworknet.com. Standard business hours are Monday - Friday, 8 AM - 4:30 PM (CST).