

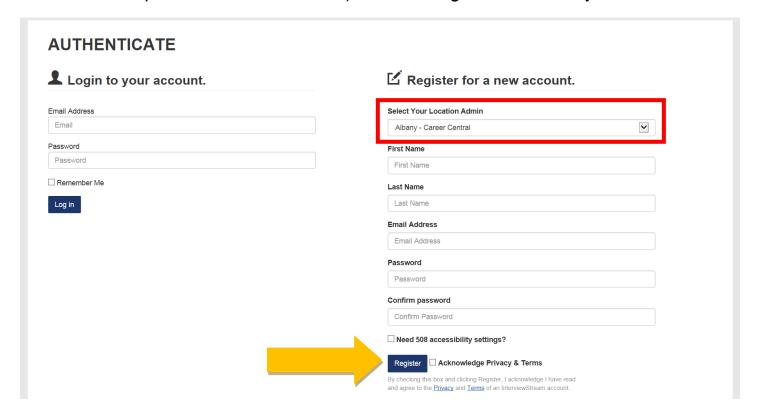


Follow these simple steps to create a free account:

- 1. Go to: on.ny.gov/interviewstream
- 2. Select "Register" under the Email Address box to set up your account



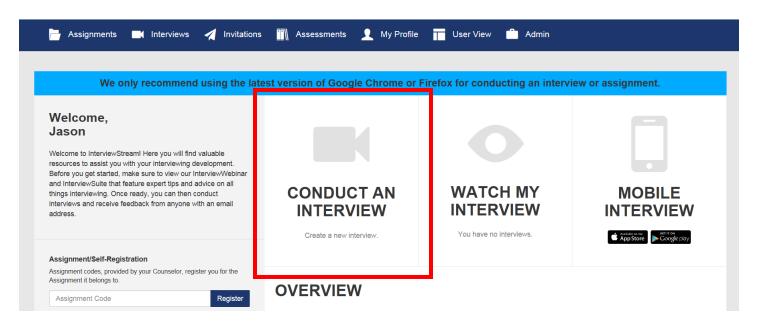
3. Select your Location Admin from the drop-down menu, then enter your name and email address, and create a password (passwords must be 6 characters and contain a capital letter and a number). Select "Register" to create your account.



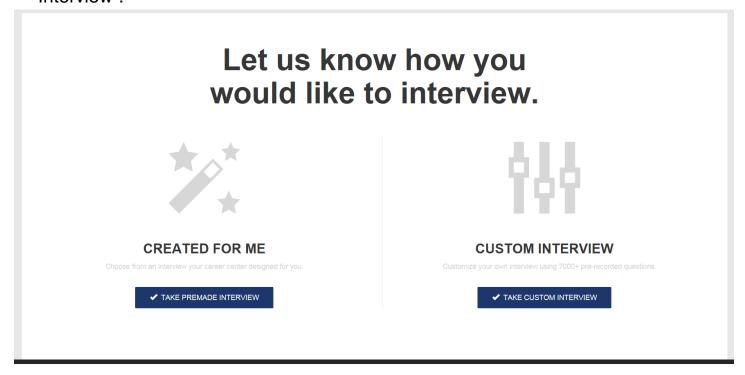
 You will receive an email confirming your account has been created from noreply@interviewstream.com. Check the spam folder if this did not come into your inbox.

To complete a practice interview, follow these simple steps:

1. Select "Conduct an Interview" to get started.

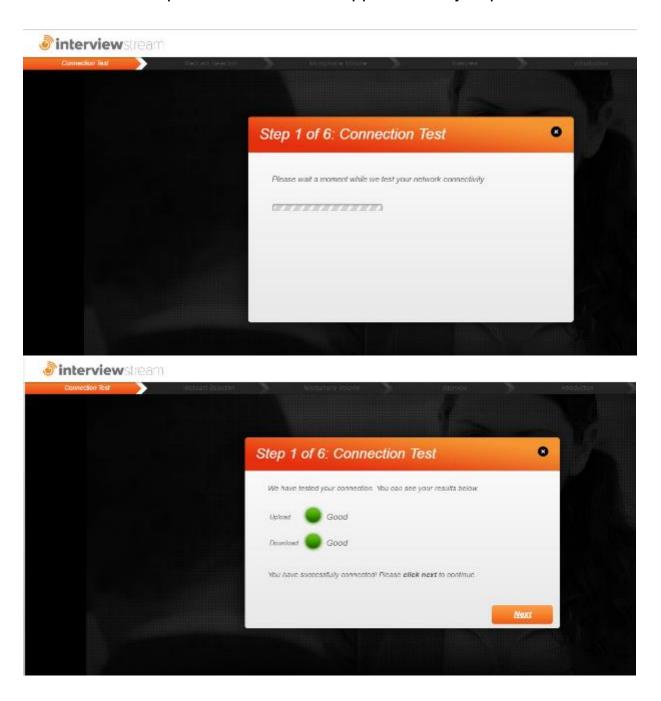


2. Select "Created for Me" or "Take Premade Interview" to complete an assignment. To create a customized interview, select "Custom Interview" or "Take Custom Interview".

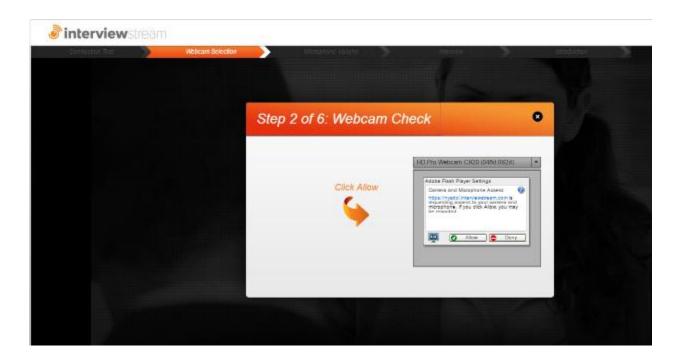


Before beginning your interview, the system will take you through a six-step process to make sure you have optimal settings for your practice interview.

1. First is an internet speed test. "Next" will appear when you pass the test.



2. The next test is a webcam check. Select "Allow" to give the system access to your webcam.



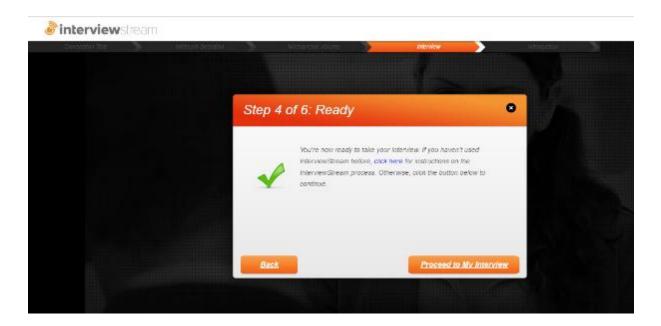
3. Next, the system will check your webcam to make sure you are visible on the webcam. After you adjust your webcam and are happy with the adjustments, select "Next" button.



4. The final system check is a microphone check. Speak normally and adjust the gray slider until your volume peaks at the red line. Select "Next" when prompted.



5. To begin, select "Proceed to My Interview".

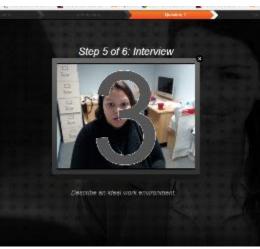


6. The interview includes a short introduction (Intro Video). The first question will be asked immediately after the introduction's completion.

After the question is asked, there will be a countdown before you can record a response. Record the response and then click anywhere to stop recording.

After recording your response you'll have three options. You can review, retry, or submit your response.







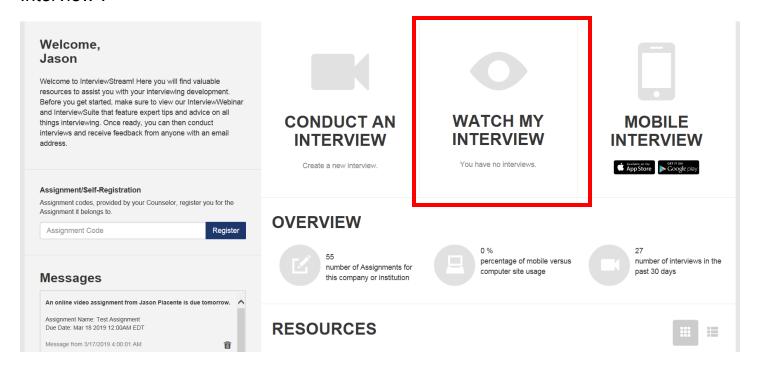


7. After submitting your final response, an Outro Video will play, and your responses will be uploaded. Be sure to leave your browser open until the upload is complete.





To view and critique your completed interview, from the main screen, select "Watch My Interview".



System Requirements

Video Interview Requirements

- Webcam
- Computer Microphone
- Internet Connection (Cable, Fiber, DSL)

System Requirements

- XP, Vista, Windows 7 & 8, OSX 10+, iOS, Android
- Processor: 2.0 GHZ or better
- Memory: 2GB or better
- IE 9*, Firefox 3.0+, Chrome 3.0+, Safari 5+
- *InterviewStream recommend browsers Chrome 3.0+, Firefox 3.0+, IE 11+, or Safari 5+

If you need assistance, please email interviewstream@labor.ny.gov