# FACULTY GUIDE TO CREATING AN ASSIGNMENT IN BIG INTERVIEW

Brought to you by the Academic and Career Advising Center
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Setting up the Assignment in Big Interview

1. If you do not have a Big Interview account, connect with your Career Coach for set-up assistance.
2. Log in to Big Interview.
3. To get started with your Interview Assignment, you'll need to first access your Admin page, by clicking 'Back to Admin' in the upper right corner next to your name.
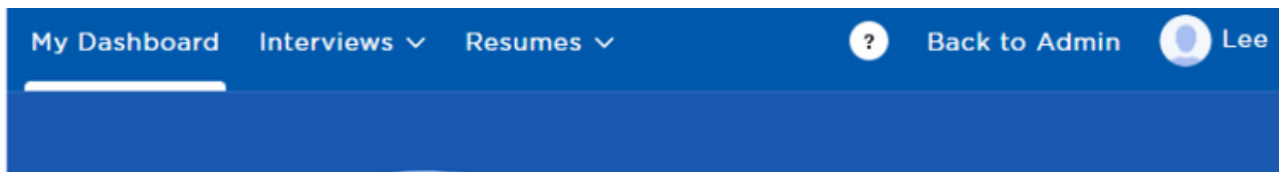
4. Once there, click 'Interviews' at the top, then select 'Interview Assignments' from the drop-down menu.
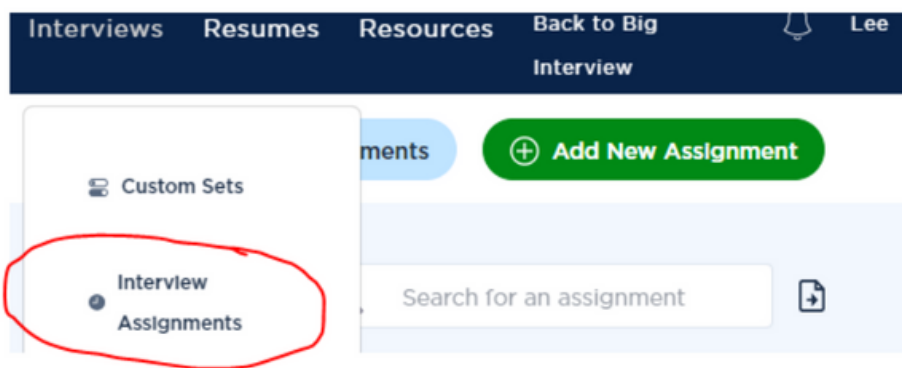
   a. If you'd like a quick tutorial of the Assignments platform, you can watch the 6-minute video "How to use Assignments" (light blue button in upper right).
5. Click 'Add New Assignment' and name your assignment.
   a. **To enable peer reviews on the recordings**, scroll down to 'Assignment Settings' and toggle on 'Allow users to share externally'. This will allow the students to share the link to their interviews with their assigned partner/group.

Assignment Details

Name

Assignment name

Description (Optional)

This is where you can add directions that are visible to your users.

Due Date (Optional)   Set Takes Limit per Question (Optional)

Due Date   Unlimited

Set Time Limit per Question (Optional)

0 Minutes   0 Seconds

Assignment Settings (Optional)

Allow users to share externally
Send a link to external collaborators

Private Assignment
Only the creator will be able to see and review it

Notify me when a user submits an assignment
Be notified by email

Save & Continue

6. Select 'Save & Continue'.
7. The Academic and Career Advising Center has created a Custom Set of questions for UWSP faculty and staff to use if you'd like to leverage pre-populated questions. To view and select this set, click 'Build your own', then 'Save & Continue'.

How do you want to build your question list?

Question 1 of 2

Start with a template
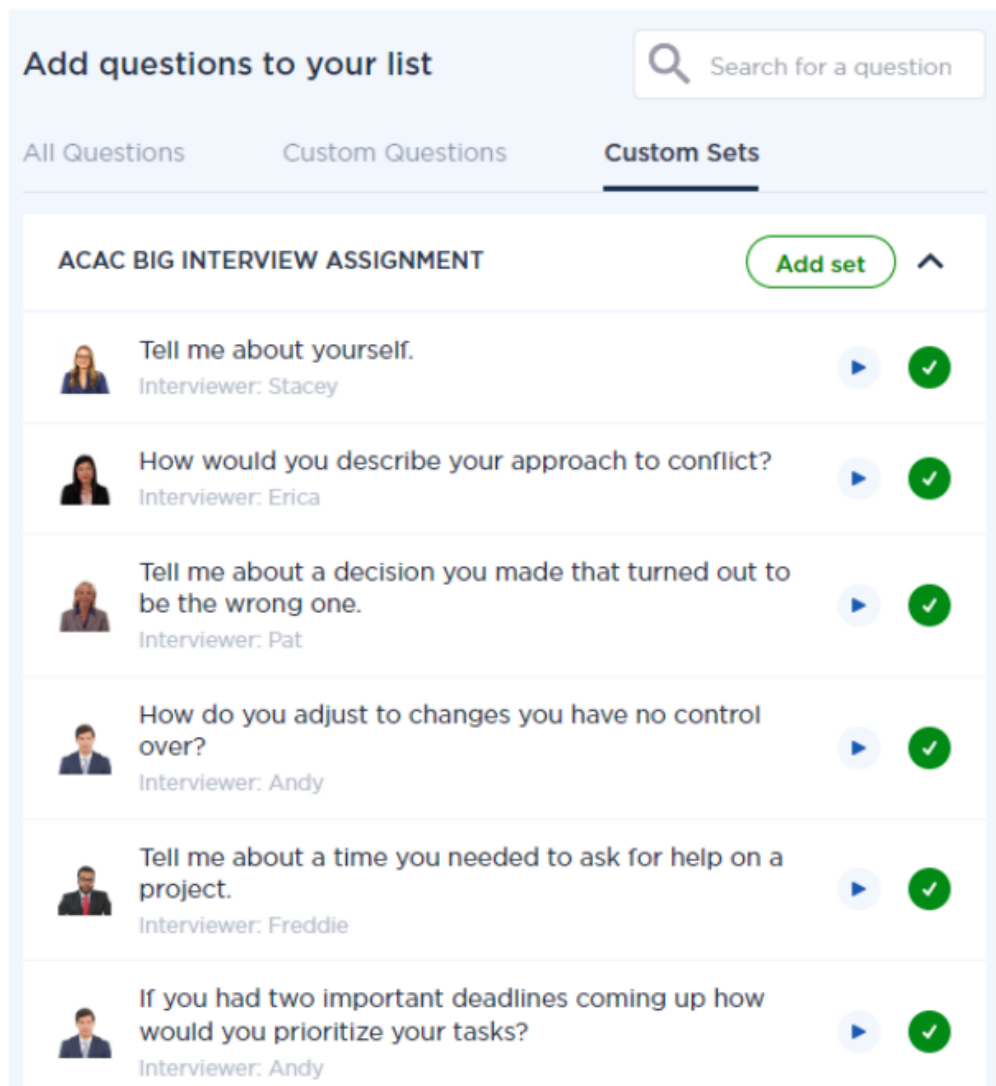Get started quicker with pre-made question sets

Build your own
Browse our library and customize away!

a. On the next page, under 'Add questions to your list', select 'Custom Sets' and you can preview or Add 'ACAC Big Interview Assignment'. You can choose to remove questions, reorder them, or add in additional questions if you'd like.

    i. ***If you'd prefer to customize the assignment***, you can use a custom template from the previous screen or select from any of the categories under 'All Questions' for additional question choices to meet the need of your assignment. You can also explore 'Custom Questions' and additional 'Custom Sets' that have been created by other users of Big Interview at UWSP.

b. Once you've finalized your questions, click 'Save & Continue'. You can edit questions and criteria for evaluation up until a student begins the assignment.

8. Next is the criteria for evaluation. The default criteria within Big Interview are as follows:
    - Answers the question well
    - Appropriate attire
    - Appropriate body language
    - Communicates enthusiasm
    - Conveys relevant qualifications
    - Does not use fillers (UMS/UHS)
    - Keeps answer concise
    - No nervous gestures
    - Speaks clearly
    - Steady eye contact

9. You are welcome to use the default criteria as is by selecting 'Use default criteria'.
    a. *If you would like to remove certain criteria or add your own*, select 'Add custom criteria'. On the next screen, you will be able to add any default criteria under your criteria list, as well as type in your own criteria under 'Custom Criteria' if you have a specific need for your assignment.
        i. The default criteria are set by the Big Interview platform and are unable to be adjusted except on an individual assignment level. If you feel there are criteria that will be difficult for your students to access equitably, even with the accompanying rubric providing some guidance in the Big Interview Practice Interview Assignment in Canvas, you are free to remove them as you see fit.
    b. *Please note that the Big Interview Practice Activity is written with the assumption that you use all ten default criteria*. If you opt to remove any criteria or add your own, be sure to update the criteria list in the **Big Interview Practice Activity rubric in Canvas accordingly.**
10. Once you've finalized and saved your criteria, you will be prompted to invite users. However, you can skip this step.
11. The next screen will give you the opportunity to review your assignment, allow you to make edits, and then you can 'Save and Publish' your assignment.

12. Once you're published, the final screen will provide you with an assignment code (below is just an example – you'll receive a unique code for each assignment you create in Big Interview). Copy the code and paste it into the designated space in Canvas in the **Big Interview Practice Interview Assignment**. This will allow your students to access the assignment.

Additional Interviewing Resources

The Academic and Career Advising Center has many additional resources related to interviewing that are available on our website for faculty, staff, and student use. Some of the resources on our Interviewing page include:

- An interviewing presentation recording
- Short videos with tips to prepare for In-Person, Group, and Technical Interviews
- Documents describing types of interview questions and the STAR method for answering questions

If you have additional questions about the Big Interview platform, interviewing resources, or would like to consult with someone about creating a more customized assignment experience for your students, connect with your Career Coach.