

# Using the Mock Interview Module in TommieCareers



MHC 123 | [stthomas.edu/careerdevelopment](https://stthomas.edu/careerdevelopment) | [career@stthomas.edu](mailto:career@stthomas.edu)

## 1. Log In to TommieCareers

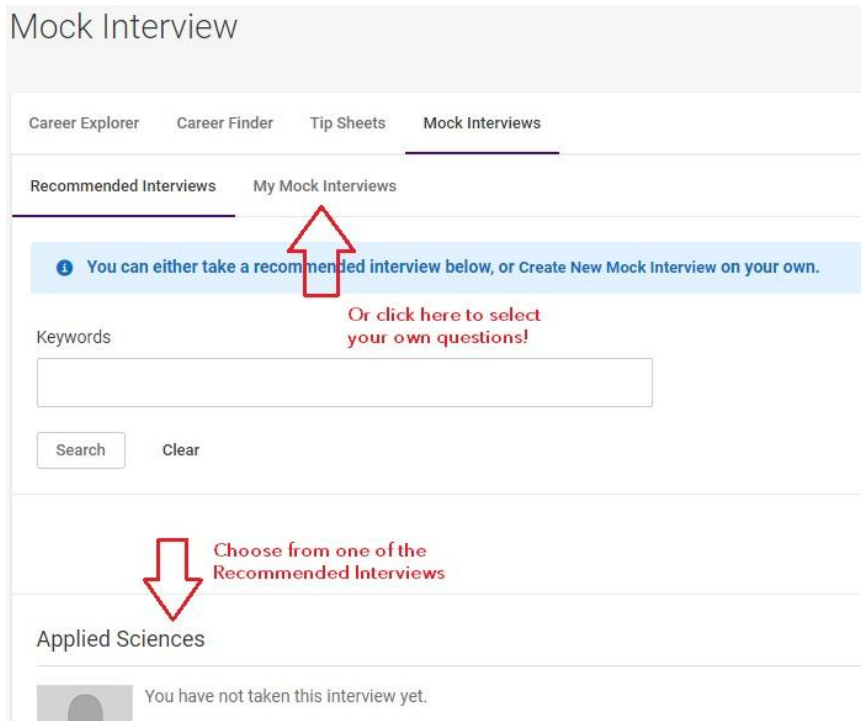
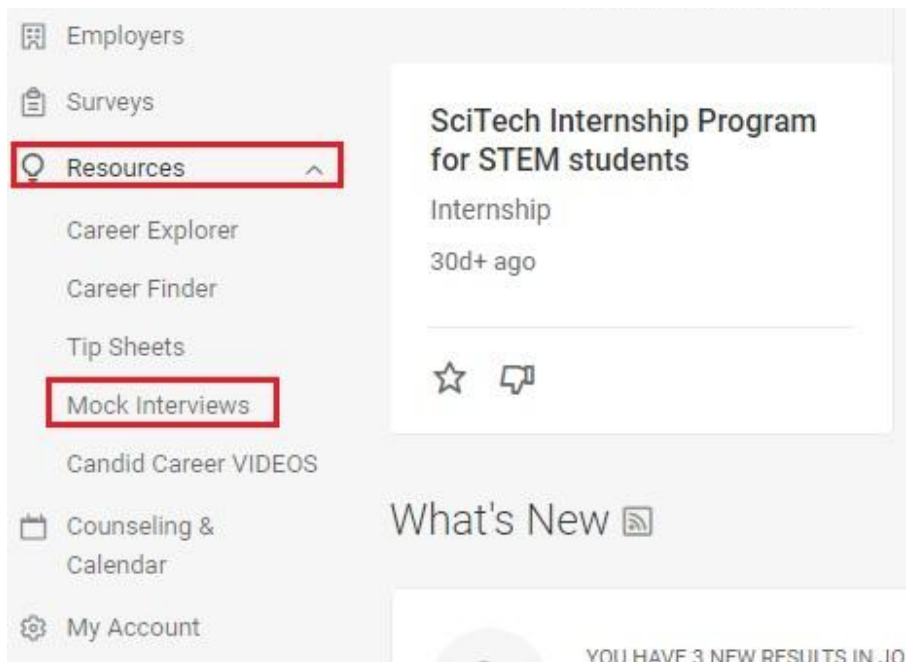
Go to <https://stthomas-csm.symplicity.com/students/> and use your St. Thomas username and password to log into your TommieCareers account.

## 2. Click on "Resources"

From the drop-down menu, select "Mock Interviews."

From here, you will be able to complete virtual practice interviews.

You will need to allow the program to access your microphone and webcam to record you properly, so be sure to follow the prompts on your screen when you get ready to start the interview!



## 3. Choose a Recommended Interview or Create Your Own

There are a few virtual interviews already created for you, or you can select "My Mock Interviews" to choose questions and create your own!

If you choose a recommended interview, the next steps will guide you to start recording yourself. See the second page of this handout for more information on creating your own Mock Interview.

# To Create your Own Mock Interview:

## 1. Give it a Name

After clicking on "My Mock Interviews" you'll have to give your new interview a name.

[create new mock interview]

Copy Questions From Existing:  
You'll have to give it a name.

Name Your Interview:  
New Mock Interview

Cancel Save And Continue

New Mock Interview

1 Setup 2 Build Interview 3 Save and Launch Interview

Search and select questions from the categories below.

Search

Applicants-Experienced Grads  
Applicants-International  
Applicants-Interns  
Applicants-New Grads  
Applicants-Part-Time  
Applicants-Post-Doc/Research  
Subjects-Applied Sciences  
Subjects-Art and Design  
Subjects-Business/Accounting  
Subjects-Business/Customer Service  
Subjects-Business/Entrepreneurship  
Subjects-Business/Finance  
Subjects-Business/General  
Subjects-Business/Management  
Subjects-Business/Marketing

Drag and drop row to reorder questions.

New Mock Interview DURATION ~0 min

And now you can go ahead and start selecting questions from different subject areas to add to your interview!

Cancel Previous Step Save And Continue

## 2. Select your Questions

There are lots of different categories and questions to choose from. If this is your first virtual Mock Interview, don't choose too many at once.

## 3. Choose your Interviewer and Get Started!

Once you've confirmed your questions you'll be able to choose your interviewer (there will be a default already chosen for you) and either save the Mock Interview or start it right away!

New Mock Interview

1 Setup 2 Build Interview 3 Save and Launch Interview

Your Mock Interview has been built

New Mock Interview  
3 Questions (about 9 minutes)

You can immediately begin your new mock interview now or save and take the interview at a later time.  
Once you have taken this interview, you will no longer be able to edit the questions.

Change your Preferred Interviewer:

Nate Sarah Benjamin Vik Terrell

We chose Nate to be your preferred interviewer because most of your interview questions are recorded by this interviewer. You may change your preferred interviewer. Some questions may be asked by other interviewers.

Back Start Your Mock Interview Save And Take Interview Later