



## Mock Interview Instructions

*Welcome to EAGLElink and our Mock Interview program. Please follow these easy step-by-step instructions to complete your mock interview online. After you complete your interview you will have the option to forward your interview to a career counselor or faculty member for review.*

### LOG-IN to EAGLElink to access the Mock Interview program:

- Go to the EAGLElink web page: [www.winthrop.edu/eaglelink](http://www.winthrop.edu/eaglelink)
- Click on the black and white box for student/alumni log-in
- Sign in
  - Username: use your full Winthrop e-mail address (student2@winthrop.edu)
  - Password: if you do not know your password, click on “Forgot Password” and it will be sent to your Winthrop e-mail (please call CCE at 803.323.2141 if you need assistance)
- You should now be at the **EAGLElink Home Page**
  - Click on the Mock Interview tab located on the upper left side of the page.
- The next page will have three options; Career Explorer, Document Library, and Mock Interviews
- The Mock Interview option should be highlighted

### SELECT YOUR INTERVIEW

- Below those options are two options: Recommended Interviews or My Mock Interview
- For the majority you will use the Recommended Interviews
- You can now scroll down to the type of Mock Interview you would like to conduct; Art Design, Business, Environmental Science, etc.
- Find the major or industry you would like to interview for and click on the “Record New Attempt”

### PRACTICE AND RECORD

- Follow the on-screen instructions for setting up your computer
- Click the “Allow” button when it comes up; this will allow you to test your computer to make sure it has the proper equipment
- Once you have made all the computer adjustments, you should click on the “Practice Test”, this will allow you to practice before you actually conduct your mock interview
- You will hear a question and then have 30 seconds to think about your answer or you can just click the “Record” button
- Once you complete your answer, click the proper button and you will go to the next page
- Here you will have three choices; Replay Response, Restart the question, or Change Settings
- If you are ready, you should now click on the “Start Interview” button
- When you have completed answering all the questions, you will have three choices; Review Interview, Request Feedback, or Exit Interview.

### REQUEST FEEDBACK

- You should choose Request Feedback and put in e-mail address: [injaychockt@winthrop.edu](mailto:injaychockt@winthrop.edu)
- You can now exit.

### No Webcam? No problem!

The Center for Career and Civic Engagement has a web camera that can be used to conduct your mock interview, you just need to make an appointment by calling 803.323.2141. Please remember our office is open Monday-Friday 8:30am-5:00pm.

**For questions regarding use of EAGLElink, please contact  
Career and Civic Engagement  
803.323.2141**