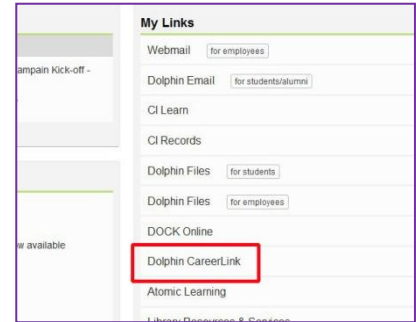




### Dolphin CareerLink Virtual Mock Interviews

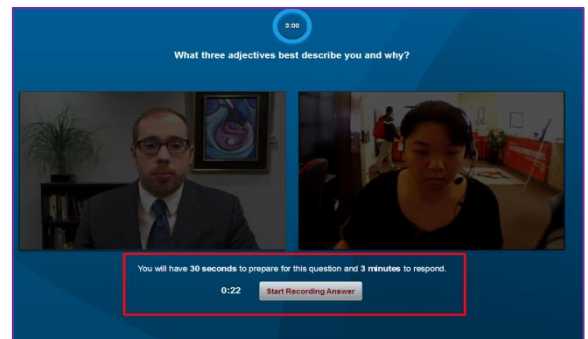
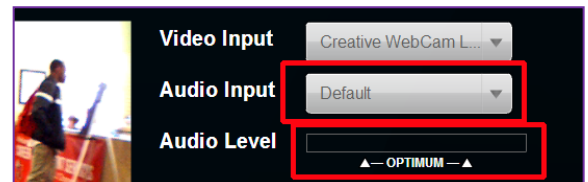
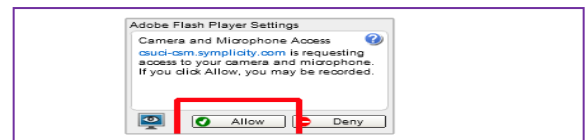
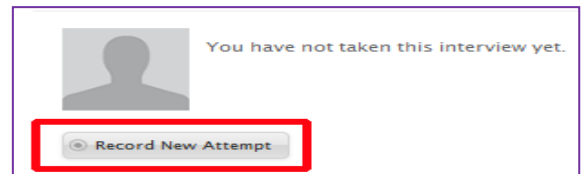
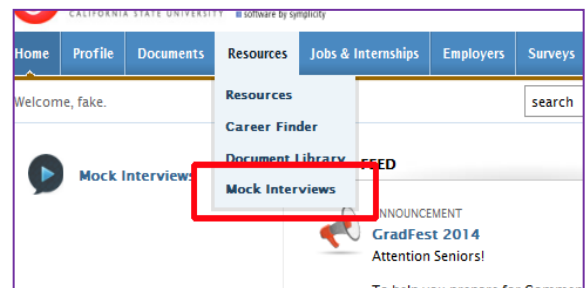
#### HOW TO ACCESS DCL:

1. Login to your myCI Portal
2. Click the *Dolphin CareerLink* tab under “My Links”
3. If you are a first time user, it will prompt you to set up a student profile  
*\*If you’re having difficulty logging onto your myCI Portal, please contact the IT Help Desk at (805) 437-8552. If your account is blocked please contact Career Development Services.\**



#### RECORD A MOCK INTERVIEW:

1. Click on the *RESOURCES* tab.
2. Select Mock Interviews from the drop-down window.
3. Locate the appropriate Mock Interview by either using the Keywords search box and select apply search, or browse the page by scrolling down and selecting next to review all possible Mock Interviews. Group Assignments are indicated at the bottom of the Instructions page.
4. When you have located the correct Mock Interview, select *Record New Attempt*.
5. A window will appear to start the Mock Interview, select the Audio and Video Settings button to continue.
6. A dialog box will appear requesting permission to locate your computer’s audio and video settings. You must select allow to proceed to the Mock Interview Program.
7. Review instructions on the page to confirm the video and audio settings are capable of recording a Mock Interview. Select the Start Mock-Interview button to begin.  
***\*You will know you have set-up your Video & Audio settings correctly if you can see yourself on the screen and you can see the audio level changing when you practice a sound test on your microphone\****
8. The Mock Interview will begin after the video interviewer finishes asking the question. You will have 30 seconds before you need to record your answer. You can record your answer earlier by selecting the start recording answer button. If you do not select this button and 30 seconds passes, the recording will automatically start.



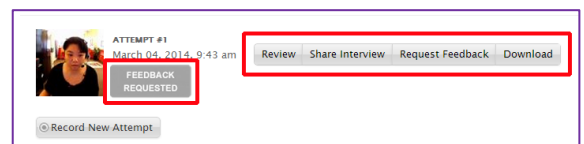
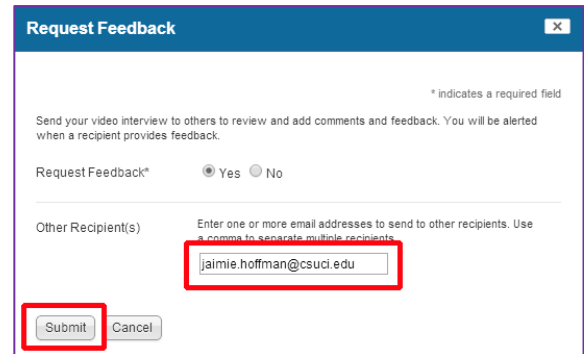
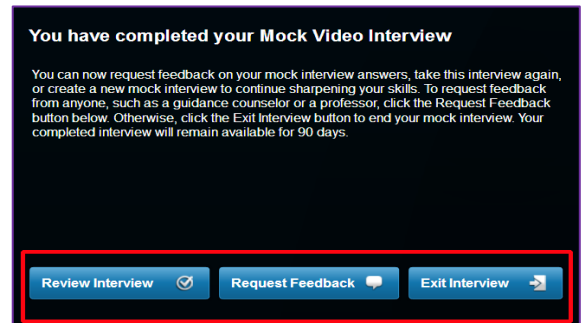
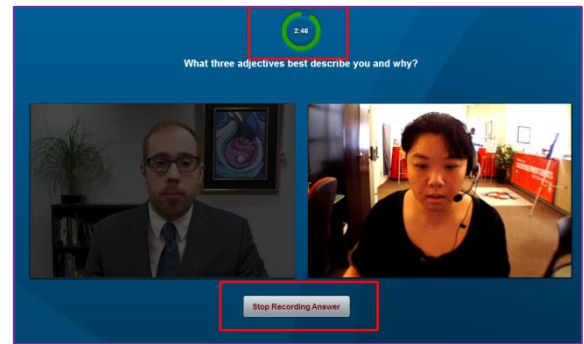
9. You will have a total of 3 minutes to answer each question. You can review the length of time that has lapsed and constant countdown at the top of the screen. If you don't require the entire duration to complete your answer, you can move forward to the next question by selecting the "Stop Recording Answer" Button. The recording will automatically stop recording at the end of 3 minutes.

10. After you complete all questions in the mock-interview you can review your interview prior to submitting to your professor by selecting the Review Interview Button. If you do not wish to review your recording you can proceed to the submission process by selecting the request feedback button. *\*If you selected review interview or exit interview, you can still request feedback later, by navigating back to the mock-interview tab and locating your recording to select the request feedback button.\**

11. After you select the request feedback button, enter the appropriate email address in the box and select the submit button. Your instructor will be immediately notified that you have completed your assignment.

12. Once you receive feedback on your recorded mock-interview an email will be sent notifying you of the results. You can then follow instructions 1-3 to navigate back to your completed mock-interview. Once you have located the correct recording, select the review button to read the feedback left by your instructor.

13. You must complete the entire mock-interview module before any recording is saved to request feedback. If you exit the program in the middle of questions, no information will be saved



### Group Assignments:

Impromptu Speech A	Impromptu Speech B	Impromptu Speech C
Stephanie	Madeline	Taylor
Jasper	Shellsea	Lorely
Schaeanne	Jovy	Daniel
Caidy	Brianna	Sarah
Vanessa	Jarred	Holly
Zoe	Joshua	Joshua
Paige	Mayra	Finnian
Reginald	Hailee	David
Alexandra	Katty	Raven
Spencer	Anthony	Thomas

The trial session will last until Tuesday November 18, 2014

The Impromptu Speech assignment is available 8:00 a.m. on 11/18/14 to 11/26/14 at 8:00 p.m.

### Technical Support (<http://www.csuci.edu/tc/help/>)

Please contact the IT Help Desk, for audio, visual or other technical troubleshooting issues. The Career Center and your professor cannot assist you with your inability to access the system, or why something isn't working. Keep in mind the hours of operation, so please utilize the trial mock-interview to verify all audio and video components before assignment deadline.

You can contact the Help Desk using any of the following:

**Phone:** 805-437-8552

**Email:** helpdesk@csuci.edu

**In Person:** visit Broome Library 1340

Monday through Thursday: 8:00 am to 8:00 pm

Friday: 8:00 am to 5:00 pm Saturday and Sunday: closed