



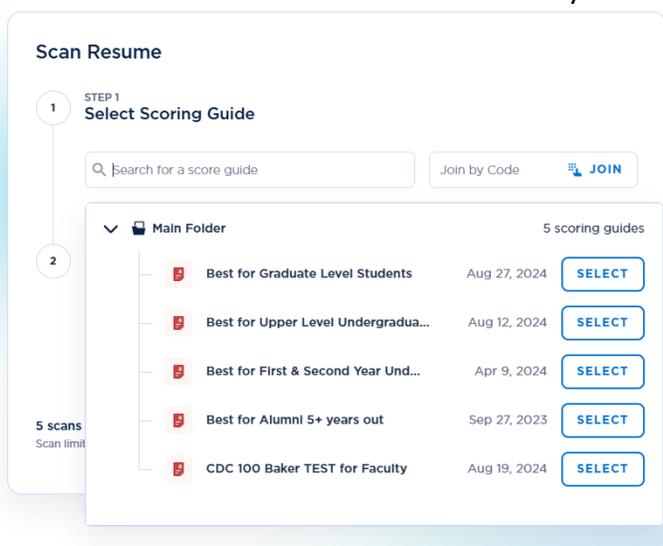
Instructions for STUDENTS

Login:

- Students access their account on Big Interview: wcupa.biginterview.com
- Select Login, you will be directed to WCU single sign-on
- Once logged in, you may need to toggle to ResumeAI by selecting the top left square menu button



1. **To begin, Scan > ResumeAI > Scan My resume.**
2. Under Step 1: Select the scoring guide that is the best fit for you.
 - a. Note: You do NOT need to 'Join by Code' if selecting a general scoring guide.



3. Special note: Once you select a Scoring Guide you will see an option titled 'Add Job Description'. This allows you to add any job description you wish, and the system will provide feedback on how well your resume matches the skills and abilities of that position. This is optional and can be left blank.
4. Under Step 2: Choose a resume document and select Scan Resume
5. It will take 2-3 minutes for your resume to scan. You can watch the progress online and will receive an email when it is completed. You can scan up to 5 resumes per day.

6. Resumes are given a gold, silver, or bronze medal. Click the View Feedback button for detailed information about your resume and any improvements or suggestions from the platform.

The screenshot shows a user interface titled "My Scans" with a sub-header "12 resumes scanned". At the top right, there are two buttons: "RECENT ACTIVITY" and "SCORING GUIDES". Below this is a search bar with a magnifying glass icon and a "SEARCH" button. Underneath the search bar, there are two dropdown menus: "View by: All Scoring Guides" and "Score: All". The main content area displays four scan results, each in a white card with a colored medal icon on the left and a "VIEW FEEDBACK" button on the right. The first card has a bronze medal (B) and is titled "CDC 100 Baker TEST For Faculty", with an assignment due date of "Aug 29, 2024" and a scan time of "Today At 03:29 PM". The second card has a silver medal (S) and is titled "Accounting Intern", with an assignment due date of "Aug 29, 2024" and a scan time of "08/19/2024, 12:43 PM". The third card has a gold medal (G) and is titled "Best For First & Second Year Undergraduates", with a scan time of "07/19/2024, 01:41 PM". The fourth card has a silver medal (S) and is also titled "Best For First & Second Year Undergraduates", with a scan time of "07/19/2024, 12:01 PM".

7. If changes are suggested, you can make those changes to the original document on your device and upload another version of your resume, following these same steps.

If you have questions, [click here](#) for Big Interview Help Center or select the blue circle chat for support.

After completing an online resume review and making updates, you may wish to speak with someone in the office for additional one-on-one assistance. Please access your [Handshake](#) account to schedule an appointment or come to the office during [Drop-In Hours](#).



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