

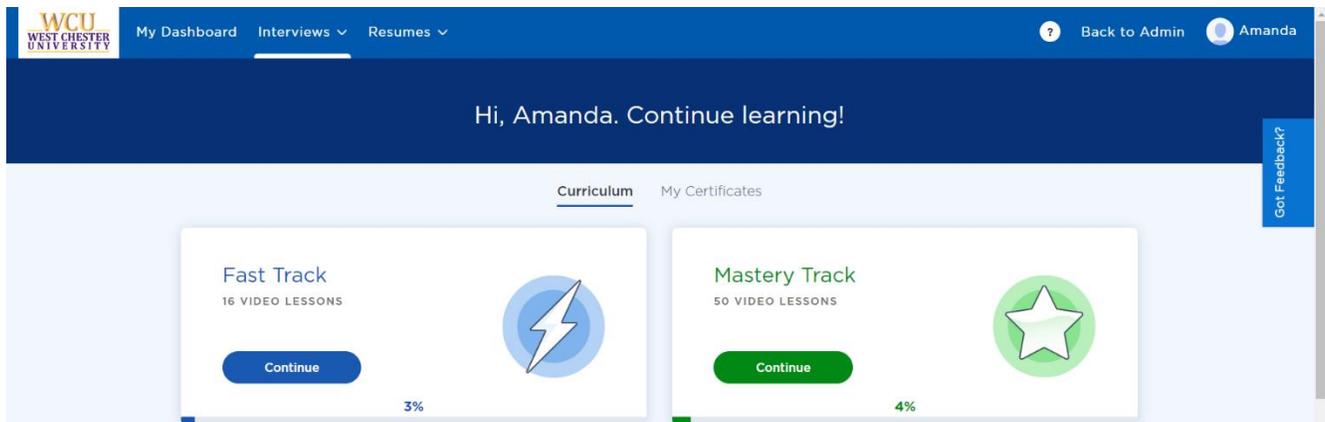
How to Set Up a Resume Assignment in Big Interview

Big Interview has a **NEW Resume AI tool** to help students see how a resume will be viewed by an ATS (Applicant Tracking System) and receive feedback and tips for improvement within minutes. Following are directions to set up a Resume Assignment for a class:

1. Request a faculty account for BigInterview, if you have not already. You may email your request to the Twardowski Career Development Center at cdc@wcupa.edu.
2. Log in to Big Interview at <https://wcupa.biginterview.com/> by clicking on the Login link in the upper right corner.



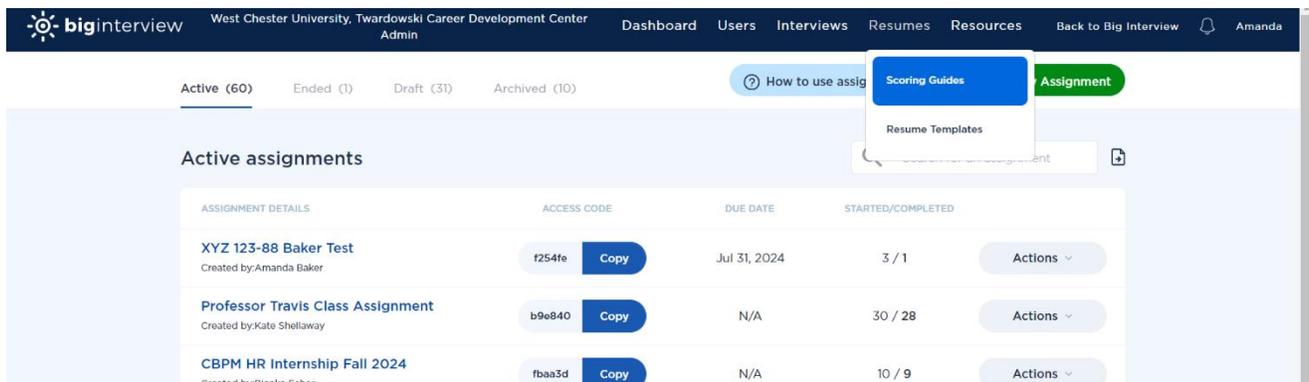
3. Once logged in, you will likely be directed to the Student View dashboard. To navigate to your Faculty/Admin Dashboard – click on “Back to Admin” button in the upper right.



Need Help?

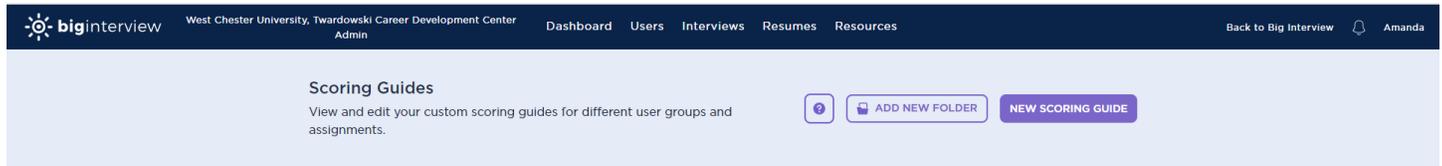
- a. Click the light blue “How to use Assignments?” button  at the top right for a quick video.
- b. You can also click the blue chat button at the bottom right anytime. 

4. Click Resumes and then Scoring Guides on the drop-down menu.



PLEASE NOTE: You can choose to create a scoring guide from scratch. In our experience, this takes a MINIMUM of 2 hours. Step-by-step directions for creating a new scoring guide from scratch are available on the BigInterview website here: <https://support.biginterview.com/en/article/resumeai-scoring-guides-1ixqxjl/>. We STRONGLY recommend that you duplicate one of our SAMPLE scoring guides for your resume assignment. Directions are as follows:

5. On the next screen, click the “Main Folder” under Invite-only/Code-based Folders.

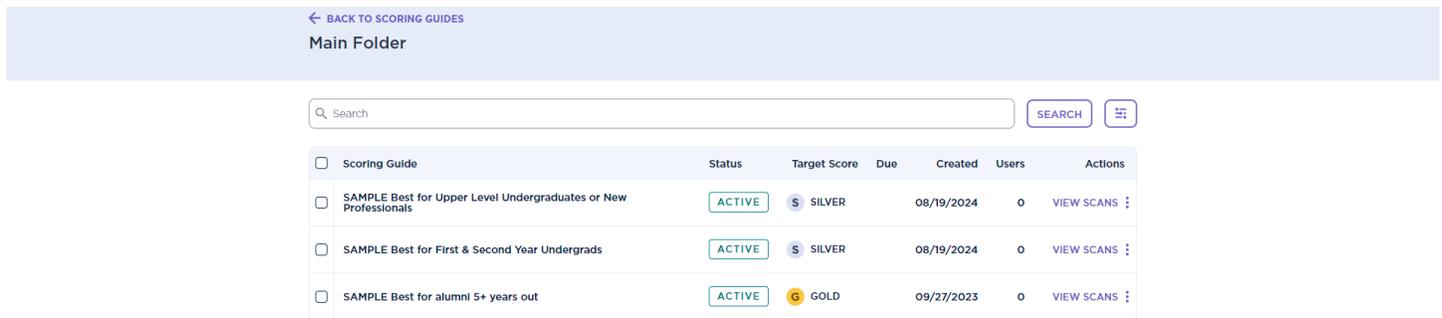


Invite-only / Code-based Folders (2) Public Folders (2)

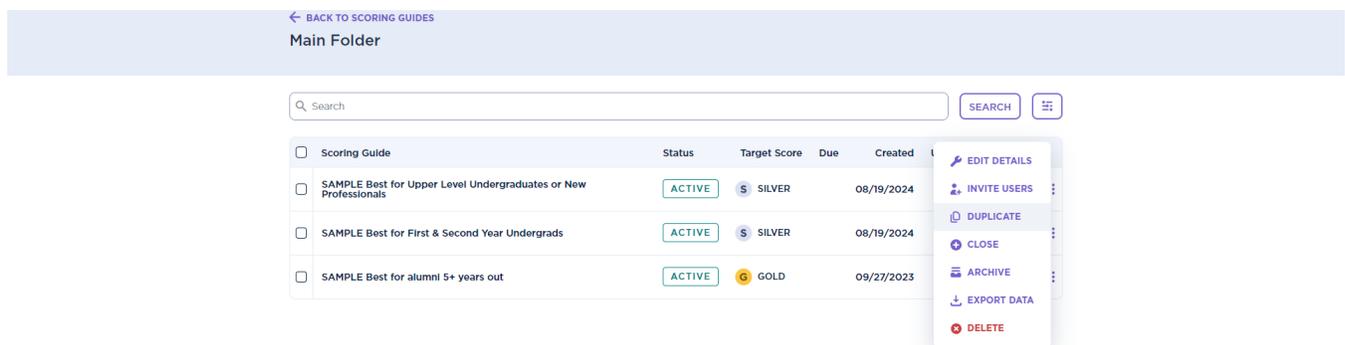
Search [SEARCH]

| Folder Name | Creation Date | Scoring Guides | Actions |
|---------------|---------------|----------------|---------|
| 🔒 Main Folder | | 3 Guides | |
| 📁 Archive | | 5 Guides | |

6. We have created samples that you can use for your student population. If you don't see them, search for the word SAMPLE. Please choose the option that most closely reflects your class. If your students are mostly first and second year with little to no experience in their field, then use the “SAMPLE Best for First & Second Year Undergrads.” If your class is mostly upper-level undergraduates getting ready to apply for internships or full-time jobs, then use the “SAMPLE Best for Upper Level Undergraduates or New Professionals.” **We strongly recommend that you use one of the SAMPLE assignments!**



7. Click the 3 dots menu on the right-hand side of the screen next to the SAMPLE scoring guide you prefer. Then click on the menu option to duplicate that SAMPLE.



8. You will come to the following screen. Complete steps 1 through 5 below:

1. Change the name of the scoring guide to your class number and last name (e.g. SPK203-02 Baker Resume Assignment).
2. Add a due date, if applicable.
3. Update the description of the assignment.
4. We recommend leaving all other settings as they are.
5. Click the purple Next Step button at the bottom to save.

9. On the next screen, click Exit and then click OK on the pop-up window. You will be taken back to the Scoring Guides screen. Click on the Main Folder to see your assignment in the list.

10. Click on the three dots menu to Invite Users to the assignment.

| Scoring Guide | Status | Target Score | Due | Created | Us |
|--|--------|--------------|------------|------------|----|
| <input type="checkbox"/> CDC 100 Baker TEST for Faculty | ACTIVE | S SILVER | 08/29/2024 | 08/19/2024 | |
| <input type="checkbox"/> SAMPLE Best for Upper Level Undergraduates or New Professionals | ACTIVE | S SILVER | | 08/19/2024 | |
| <input type="checkbox"/> SAMPLE Best for First & Second Year Undergrads | ACTIVE | S SILVER | | 08/19/2024 | |
| <input type="checkbox"/> SAMPLE Best for alumni 5+ years out | ACTIVE | G GOLD | | 09/27/2023 | |

- [EDIT DETAILS](#)
- [INVITE USERS](#)
- [DUPLICATE](#)
- [CLOSE](#)
- [ARCHIVE](#)
- [EXPORT DATA](#)
- [DELETE](#)

11. You can email your students with the resume assignment instructions using Big Interview, but this step is completely optional. If you'd like Big Interview to notify your students, you can upload a CSV file with your students' names and email addresses. You can also manually add students by clicking on the **Add** button towards the top. You can also edit the invitation message.

Let's invite users to your scoring guide!

Send This Guide To Your Users

First Name

e.g. John

Last Name

e.g. Smith

Email Address

e.g. john@email.com

ADD

UPLOAD CSV

The CSV file should have three columns as seen in the table above: First Name, Last Name & Email. Keep in mind that the first row is considered to be the CSV header and that uploading a second file will replace the users from the first one.

INVITATION MESSAGE

12. If you do NOT want Big Interview to email your students, then scroll down to copy the assignment access code.

PLEASE NOTE: Your students MUST have the code to access the assignment. Some faculty choose to copy/paste the code into the D2L assignment instructions. Your code will differ from the one below!

INVITE WITH ACCESS CODE

Allow users to join an assignment by using the invitation code below.

Your access code is
f30391

Copy Access Details

EXIT

BACK

FINISH SETUP

13. Then click the purple Finish Setup button.

14. Be sure to click on the Main Folder to find your assignment. Use the search button to find your assignment by your last name or class number.

biginterview West Chester University, Twardowski Career Development Center Admin Dashboard Users Interviews Resumes Resources Back to Big Interview Amanda

← BACK TO SCORING GUIDES Private Scoring Guides

Q baker SEARCH

Showing 1 results for "baker"

| <input type="checkbox"/> | Scoring Guide | Status | Target Score | Due | Created | Users | Actions |
|--------------------------|--------------------------------|--------|--------------|------------|------------|-------|------------|
| <input type="checkbox"/> | CDC 100 Baker TEST for Faculty | ACTIVE | S SILVER | 08/29/2024 | 08/19/2024 | 1 | VIEW SCANS |

15. You can click on VIEW SCANS to see your students' results. You can also opt to have students screenshot their results and upload them into D2L. You will be able to see which students have completed the assignment and which have not. You can click on view results next to the student's name to see the uploaded resume and the feedback that the student received.

[← BACK TO SCORING GUIDES](#)

CDC 100 Baker TEST for Faculty

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SCORING GUIDE DETAILS [More Details](#) [Export Data](#)

| | | | | | |
|------------------|------------------------|------------------|----------------------|---------------------------|----------------------------|
| TARGET Silver | DUE DATE 08/29/2024 | STATUS Active | USER TYPE Student | RESUME FOCUS Education | CREATED BY Amanda Baker |
|------------------|------------------------|------------------|----------------------|---------------------------|----------------------------|

🔍 Search [SEARCH](#) [☰](#)

| User Name | Target Score | Highest Score | Scans Completed | Upload Date | Actions |
|-------------------|---------------------|--------------------------|-----------------|-------------|------------------------------|
| Yessica Gutierrez | NO | | 0 | None | VIEW RESULTS |
| Amanda Baker | YES | S SILVER | 1 | 08/19/2024 | VIEW RESULTS |