

How to add Mock Interviews, Adjust the Schedule and Add Details

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Â This article provides a walkthrough on how to complete the different processes of a mock interview.

Adding a Mock Interview [Back to Top](#) Click Mock Interview from the sub-menu From the Mock Interview page, click Add Mock Interview From the Mock Interview Details page, fill in the appropriate information

Note: For information on setting up rooms, see Designate a Room for OCR. Fill in the mock interview description field, which will be viewed by students Click Save **Adjusting the Mock Interview Schedule** (start times & breaks) [Back to Top](#) After the mock interview has been saved, review the schedule Select the desired start time for the first appointment from the Start Time drop-down menu Select the Slot # that you wish your break to follow Click the drop-down menu under the slot start time For example, if you would like a 15 minute break after Slot #1, adjust the start time for Slot #2 to 9:15 The system will automatically enter the 15 minute break after the interview slot and adjust the start/end times for the remaining slots Repeat this process for additional breaks at other points in the interview schedule

Note: Breaks under 1 hour are designated as "short breaks" and breaks over 1 hour are listed as "long breaks."

Â **Adding Details after the Mock Interview** [Back to Top](#) From the Mock Interview Details Page, select the desired candidate To mark that candidate as attended the Mock Interview, click the Attended (calendar) icon To add notes from the Mock Interview, click the Notes (notepad) icon To email the candidate, click the Email (envelope) icon

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