Instructions for Use

Below are instructions on how to use Optimal Interview via www.hiresooner.com. Optimal Interview is a program designed to help students develop quality resumes that will help them in their job search.

You will need a computer with a webcam and internet access to use this program. Webcams are available to check out from OU Career Services in OMU 323.

1. Go to www.hiresooner.com and click on the “Students” tab. Click on “Services” and scroll down to find the Optimal Interview link.

2. Select “Click here to access Optimal Interview” and use your OU 4x4 login and password to enter the secure log-in page.

3. Select “Click to access Optimal Interview.”

4. Select “Get started” at the bottom right corner of the page then enter the OU passcode “sooners”.

5. Enter in your user information.

6. Select “Create New Interview” and name your interview. You can select a pre-made interview type from the selections on the left or you can create your own interview by selecting “Custom Interview”. If you choose to customize your own interview, search and select up to 10 questions you would like to include in your interview by exploring the categories pertaining to your major, career field, or job type. To select questions, click on the (+) sign next to the desired question. This will add the question to your queue at the bottom of the page. You can remove questions from the queue by selecting the (-) button. Once you have selected your desired questions, click “Continue Interview” in the bottom left corner to begin.

7. The next screen should contain three boxes. The first box contains a video of an interviewer asking the selected question. The second box allows you to record, view, and save your answer. The third box contains a video of tips for answering the selected question. When answering the question, watch the tip video before recording your answer. You may record your answer as many times as desired.

8. Once you saved your answer to each question, you can share the link to your interview with a career advisor, a professor, or peers for additional feedback. To do this, click on “Share” and copy the provided link to share with your desired recipient.

9. Don’t forget to do your own self-evaluation! Watch your recorded interviews, give yourself feedback, and see how you progress with practice! You may also set up a mock interview in the Career Services office on the 3rd floor of the Oklahoma Memorial Union for extra practice.