

Creating an assignment on Big Interview

Step 1: From the admin view, click on the Interviews tab. Click on Interview Assignments in drop down menu.

Step 2: Click the green button that says "Add New Assignment"

Step 3: You will be prompted to give your assignment a name, description, and due date. Now you have the option to add Take Limits and Time Limits. This will allow you to decide how many times students can attempt each question and the time limit for each question.

In addition to these options, you can also choose to make the assignment "Private" (only the assignment creator can grade/view submissions) or allow students to share the assignment externally.

The screenshot shows the 'Add New Assignment' form in Big Interview. The form is titled 'Let's set up your assignment!' and is divided into two main sections: 'Assignment Details' and 'Assignment Settings (Optional)'. The 'Assignment Details' section includes a 'Name' field with the text 'My New Assignment' and a 'Description (Optional)' text area with the placeholder text 'This is where you can add directions that are visible to your users.' The 'Assignment Settings (Optional)' section includes a 'Set a due date (Optional)' field with the date '30 Apr 2020', a 'Set a time limit/question (Optional)' field with a dropdown menu showing '03' minutes and '00' seconds, and a 'Set takes limit/question (Optional)' field with a dropdown menu showing '3'. The 'Assignment Settings (Optional)' section also includes three toggle switches: 'Allow users to share externally' (disabled), 'Private Assignment' (disabled), and 'Notify me when a user submits an assignment' (disabled). At the bottom of the form is a green 'Save & Continue' button.

Step 4: Next you have the option of selecting from a pre-made template or building your own assignment from scratch. (For steps 4 to 11, ensure that progress is saved at each step before proceeding to the next)

Step 5: You can edit a pre-made template or build a list of questions from our question library.

Step 6: Click on the question to add it to your Assignment, and click "Save & Continue" to move the next step.

Add New Assignment ✓ Details & Settings 2 Question List 3 Criteria 4 Review How to use Assignments ×

Add questions to your list

All questions Custom questions Custom sets

General Industry Competency Admissions Government Veterans

CAREER CHANGE ▼

ENTRY LEVEL ▼

INTERNSHIP ▼

MANAGERIAL ROLE ▼

MID LEVEL ▲

What would be your plan for your first 90 days in this job? Interviewer: Pat ▶ +

Tell me the truth. Do you have any skeletons in your closet? Interviewer: Pat ▶ +

How did you feel about your last manager? I heard he was a nightmare. Interviewer: Pat ▶ +

My Question List Clear all

Drag and drop to rearrange question order, if needed.

Tell me something that's not on your resume. Interviewer: Joseph ▶ ×

How does your previous experience relate to this job? Interviewer: Suzanne ▶ ×

What are the most challenging aspects of working in customer service? Interviewer: Joseph ▶ ×

What was the most challenging analytic project you've ever faced? Interviewer: Mark ▶ ×

Provide a specific example of how you solved a complex problem for a dissatisfied customer recently. Interviewer: Joseph ▶ ×

What is your definition of great customer service? Interviewer: Joseph ▶ ×

What is your greatest weakness? Interviewer: Joseph ▶ ×

Back Save & Continue

Step 7: Now you will select the grading criteria for your assignment. You can select the default criteria or add custom criteria.

Add New Assignment Details & Settings Question List **3 Criteria** 4 Review How to use Assignments X

Add custom criteria list Search for a criteria

Default Criteria Custom Criteria

Answers the question well
Score weight: Very important

Appropriate attire
Score weight: Slightly important

Appropriate body language
Score weight: Slightly important

Communicates enthusiasm
Score weight: Important

Conveys relevant qualifications
Score weight: Very important

Does not use fillers (UMS/UHS)
Score weight: Important

Keeps answer concise
Score weight: Important

No nervous gestures
Score weight: Slightly important

Speaks clearly
Score weight: Important

My Criteria List Clear all

Drag and drop to rearrange criteria order. Add maximum 12 criteria.

Answers the question well
Score weight: Very important

Conveys relevant qualifications
Score weight: Very important

Communicates enthusiasm
Score weight: Important

Does not use fillers (UMS/UHS)
Score weight: Important

Appropriate body language
Score weight: Slightly important

Appropriate attire
Score weight: Slightly important

No nervous gestures
Score weight: Slightly important

Back Save & Continue

Step 8: If you would like to invite users to the assignment, you can add them in bulk via .csv file or add the name and email manually. You'll also have the option to share the assignment using an access code or invite them at a later time.

Add New Assignment Details & Settings Question List Criteria **4 Invite Members** 5 Review How to use Assignments X

Let's invite users to your assignment!

Invitation Message

Hi All,

Please click the link below to access your new Assignment in the Big Interview app:

<https://app.biginterview.com/members/assignments>

Add any instructions or details you choose

Thank you,

Abbey Demo

Send Invitations To

First Name	Last Name	Email	X

Save Details

Step 10: Review the details of your assignment to ensure you're satisfied. Then click "Save & Publish".

Step 11: You can now see the live assignment on the main Assignments page.

Copy the "Access Code" to share with the users meant to complete the assignment. Once the access code has been entered, you will no longer be able to edit your assignment.

Please note, you will not be able to edit Assignment questions once it has been finalized.