

Faculty can use Big Interview Résumé AI for Assignments!

With Big Interview Résumé AI, the Career Services team provides a unique way for students to quickly and easily have their résumé reviewed. Faculty can create easy to use assignments within Big Interview for students to have their résumé reviewed and scored by AI.

WHAT IS THE AI FEEDBACK LIKE AND DO I NEED TO GRADE ANYTHING?

Our staff members have tested and updated Big Interview's Résumé AI tool so that the feedback given closely resembles the feedback given by our Career Services staff. Written feedback and suggested changes are provided for each résumé submitted. Our team recommends grading based on completion rather than the Big Interview post review rankings (bronze, silver, or gold) due to the many formats students might use for their résumé.

CAN THE FEEDBACK BE TAILORED TO THE ROLE?

Students can upload a job description they would like to apply for, and Big Interview's Résumé AI will review each student's résumé with the goal of matching the résumé as closely as possible to the job description provided using the same review methods as many corporate HR Applicant Tracking Systems (ATS).

HOW DO I CREATE A RESUME REVIEW ASSIGNMENT FOR MY CLASS?

To create an assignment:

- Sign In to Big Interview using your UNO email address
- Request Administrative Access by emailing Garrett Gassman (ggassman@unomaha.edu)
- Log back into Big Interview and go to the Admin profile (top left corner of the screen)
- Click "Résumé" in the top center of the screen and then "Scoring Guides"
- Click "Class Assignments", click the 3 dots next to the "Standard Scoring Guide/Template", and select Duplicate
- Rename the Scoring Guide to your liking
 - *This Scoring Guide has already been edited by UNO's Career Services staff to provide the best feedback possible for our general student body
- At the end of the editing process you'll be prompted to add a list of users (students) to invite to have their résumé reviewed using your scoring guide
 - * Add your students and their emails either by manually adding them individually or by uploading a CSV file with their first and last names and email addresses as prompted
- As students complete their résumé reviews you will be notified via email

ADDITIONAL RESOURCES AND CONTACT US!

Career Services provides resources to support curriculum, programming, and professional development. Visit careers.unomaha.edu to find tools, templates, and resources to help facilitate career development.

 careers.unomaha.edu

 careers@unomaha.edu

 402.554.3672

 Eppley Administration Building 113

To get started, Log in to Big Interview here!