InternX User Guide for Interviewers

Harvard Law School will use InternX to conduct its Early Interview Program (EIP) interviews from Tuesday, January 12 – Friday, January 15. If you would like to watch a demo of InternX please see our InternX instructional page.

Browser Notes:

- Please use Chrome or Safari to conduct your interviews.

Accessing the platform:

On the day of your interview, you will receive an email from InternX with a unique access link that will bring you to your interview page. (See photo below).

- Click on the “Sign in” button in the email.

Hello!

You have interviews today on the InternX platform. Use the link below to see your schedule for the day:

HLS (Dallas) 8am - 10am
09:00 - 02:00 (CST)

View and Conduct Interviews:

Once in the platform, view and access your interviews through the Meetings tab. You can ignore the other tabs as they are not used by Harvard Law School.

- Click “Meetings” on the top navigation bar.
- Meeting blocks are groups of interviews separated by a break or lunch
- Click on the meeting block that you are conducting (see photo below)
Test your microphone and camera

Once you have clicked on the meeting block, you will see the list of students you have during that time block. Prior to connecting with a student, you can test your camera and microphone to make sure that your browser settings are correct.

- Click “test video/audio”
- If you can see yourself and the audio bar registers noise, your browser settings are correct.
- If you do not have any microphone or video registering, click on the lock symbol on your browser’s web address bar (see photo). If you do not have a lock symbol see note below.

- Change the permission for your microphone and camera to “Allow”
- Navigate back to the InternX page and reload.
- Test the microphone and camera again.

*If you do not have a lock symbol:

- Click where it says “Not Secure” in your web browser address bar.
- Change your microphone and camera to “Allow”
- A pop-up should appear asking you to reload the page. Reload.
**Start your interviews:**

On the right side of your screen you will see the list of student interviews you are conducting during the time block you selected. Please note, the 5 minute breaks between interviews are built in to the interview times in InternX, so 20-minute interviews will be listed at 24 minutes and 30-minute interviews will be listed as 34 minutes.

- At the exact start time of your interview, the “Start a meeting” button will become available
- Click the “Start a meeting” button to connect with the student

If your browser asks to allow the microphone and camera access, click “allow” for both.
Conduct your interview:

Once in your meeting, wait for the student to join.

- Your video will be off. Click the camera button at the bottom of your screen to turn your video on.
- Your microphone will be on. Click the microphone button to turn it off.
- When your student joins the meeting, they will appear in the center of your screen. You will appear small in the bottom right.

To end your meeting, click on the “end call” button and then navigate to the next student.
- If your next student is waiting and you want to move directly to the next student, click “go to next student to be connected directly.

Access student documents:

- During the interview, if you need to see the student resume and transcript, scroll to the bottom of the video screen and click on the “resume” link to open the documents in the new tab.
Troubleshooting:

- If you have any difficulty during your interviews, click on the green intercom button on the bottom right of your screen to speak directly with the InternX helpdesk.
- If you have persistent connectivity issues, please email recruiting@law.harvard.edu with {URGENT} in the subject so that we can work with you to connect the rest of your interviews to you.