



SKYPE INTERVIEW TECHNIQUES (Suggested)

Please practice before your scheduled interview. Also, wearing a dark blouse/jacket would be highly recommended. Do some online/on-screen practices. Find us, or find a friend who has used Skype and be certain how to log on, how to adjust your volume, and where you need to sit to get full exposure to the camera.... All these things need to be practiced before the interview.

Also verify internet connections, camera... If a problem surfaces, that will not be good during the interview. Let me know how it goes and please give yourself enough time to review and adjust. .

Some things for Skype (you may already know):

- Quiet area. No one running around behind you. Quiet as possible in the area for Skype. And everything must be neat and not cluttered.
- Dress professionally. This will set a solid impression. No white shirt. No pattern shirt. The reason, they show up funny on camera. But shirt/tie/jacket blouse / etc....be dressed professionally the way you do for in-person interviews.
- No gum or coffee. Have nothing you might choke on if swallowed incorrectly.
- Watch your posture and how you sit in your chair.
- If you take a note, do it outside the scope of the camera.
- Know your resume backward and forwards. If you have the resume, keep it outside of the camerarange.
- Adjust your camera to show your head and some of your upper torso. Make it big enough so people can see you.
- Finally, and most importantly, look into the camera and not at the screen, and be ready with Skype "active" ten minutes before the assigned interview time.

Thank you. We are all working towards finalizing this position and again, I need to thank you for your time. Please let me know if you have questions and we can resolve them, but give yourself enough time.

For further information on our Recruitment, please contact:

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