



SKYPE INTERVIEW TECHNIQUES (Suggested)

Please practice before your scheduled interview. Also, wearing a dark blouse / jacket would be highly recommended. Do some on-line / 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, 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. 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 outside the scope of the camera.
- Know your resume backwards and forwards. If you have the resume, keep outside of camera range.
- Adjust your camera to show head and some of your upper torso. Make big enough so people can see you.
- Finally and most important, 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, but give yourself enough time.

For Further information on our services, please contact:

Resource Point LLC
3221 W Big Beaver Rd. Suite 117
Troy, MI 48084
Phone: 248-649-5600
Careers@resourcepoint.net
www.ResourcePoint.net