



Skype for interviews

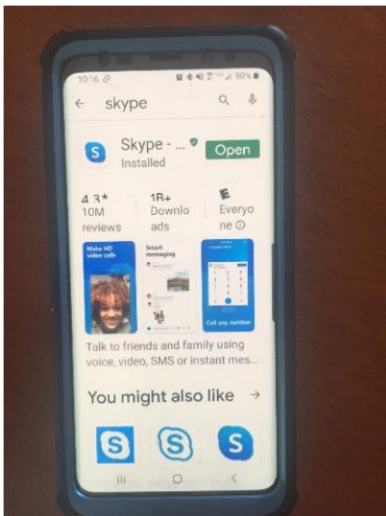
(Version 8.58.0.93)

This will take you a few minutes so please complete these steps BEFORE your interview or you'll be late. The instructions below outline the steps to take when using a smart phone.

If you plan to use a laptop/computer (with a camera) go to the Skype website for instructions:
<https://www.skype.com/en/get-skype/>

Step 1: download the app/software

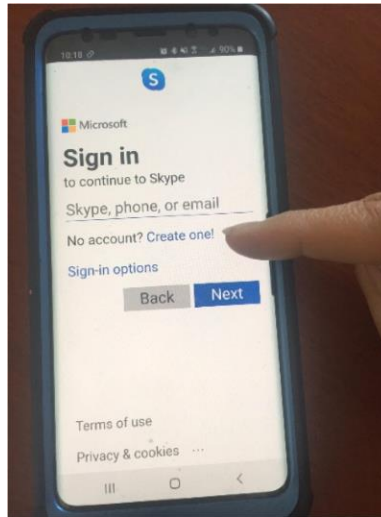
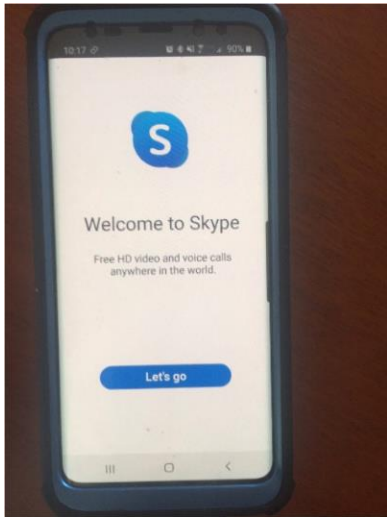
Go to the App Store if you are using a smart phone – photo below.



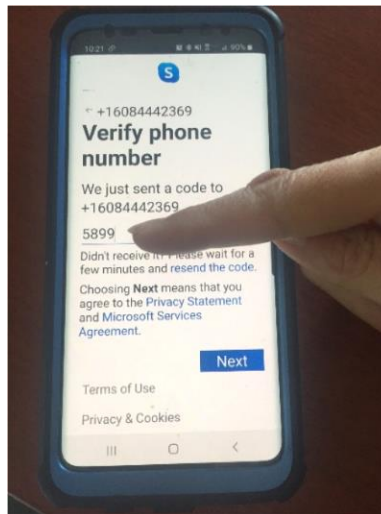
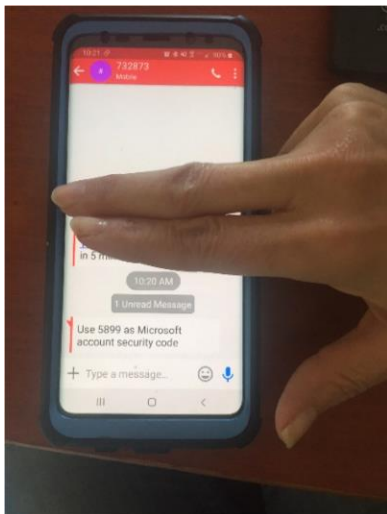
Transitional Care Management's affiliated locations:

Thrive Lisle, Thrive Lake County/Winchester House, Thrive Fox Valley,
Southview Manor, The Terrace, West Chicago Terrace, Bourbonnais Terrace, Joliet Terrace, Kankakee Terrace, Frankfort Terrace, Community
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Step 2: install and set up your account



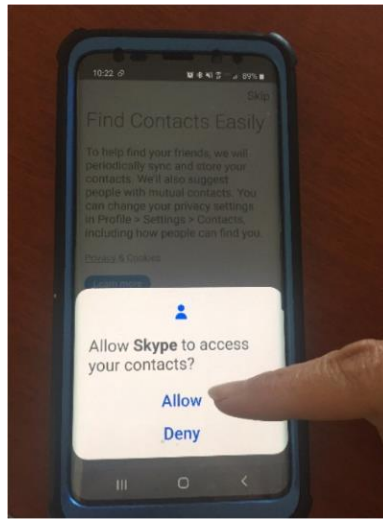
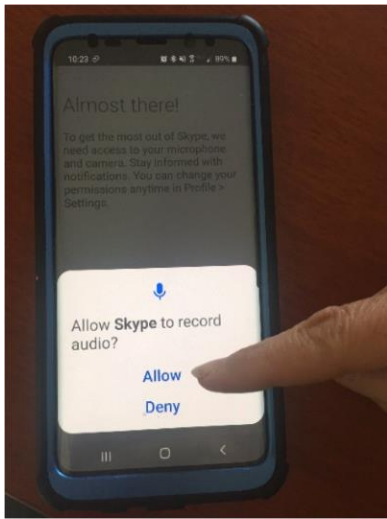
You will receive a security code via text. You'll need to enter this into the App to set up your account.



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As you go thru the set-up steps, be sure to click “Allow” so the software can operate properly.

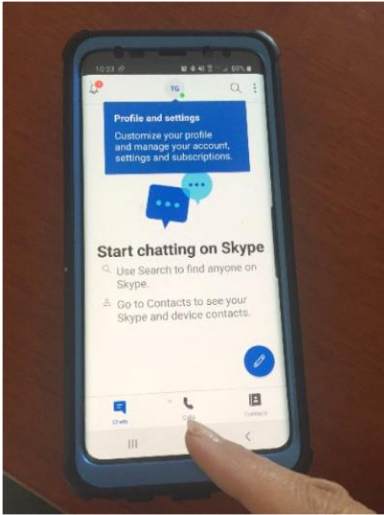


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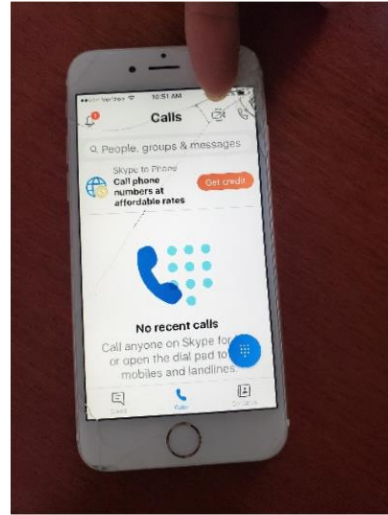
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Step 3: Make a Video Call

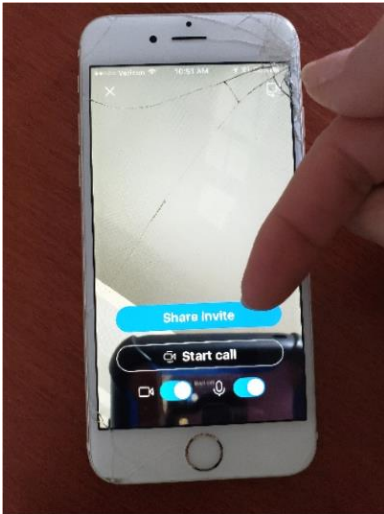
- 1 – click the phone icon at the bottom.
- 2 – this takes you to the “Calls” feature (instead of messaging) inside Skype
- 3 – click the little video camera icon in the upper right corner
- 4 – click share invite
- 5 – select your text messaging icon
- 6 – enter the phone number of the person you would like to video chat with, hit send
- 7 – go back to skype and click start call. As soon as the person accepts the text and opens Skype, they will join your screen.



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2&3 -



4 -

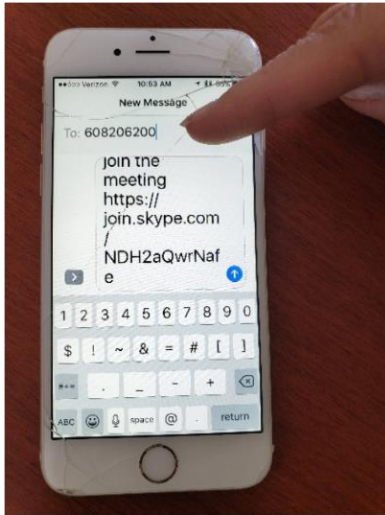


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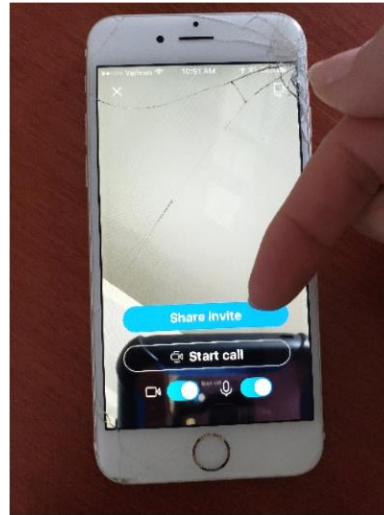
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Send text & go back to Skype and click “start call”. As soon as the person clicks the link in the text and opens Skype, they will join your screen.



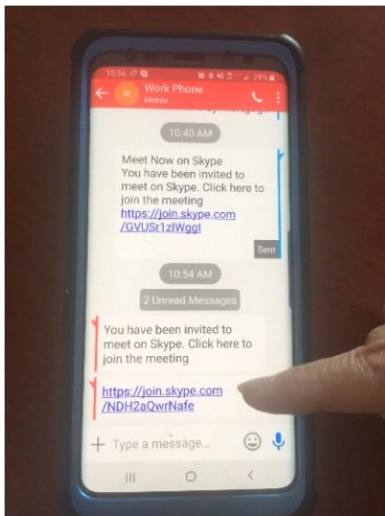
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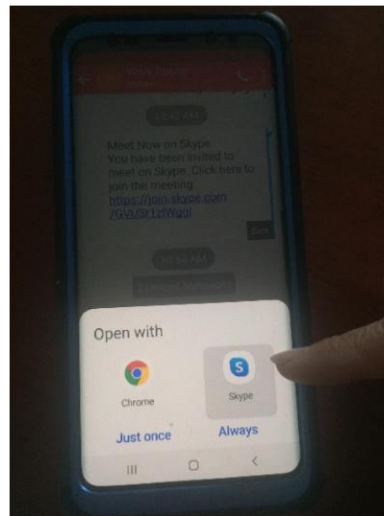
7 -

To receive a Video Call:

- 1 – make sure you have installed the Skype App in advance. If you are not prepared you will be late and potentially miss your interview.
- 2 – you will receive a text message with a link
- 3 – click the link and open Skype
- 4 – click “Start Call”
- 5 – helpful hint – make sure your camera is turned on



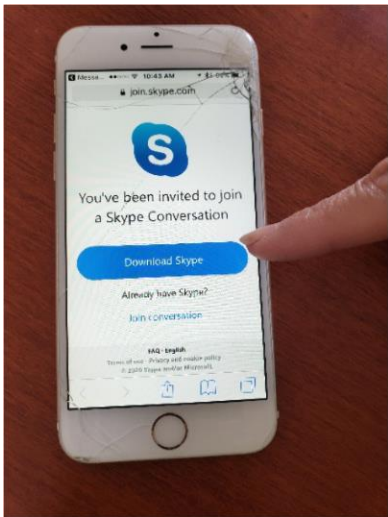
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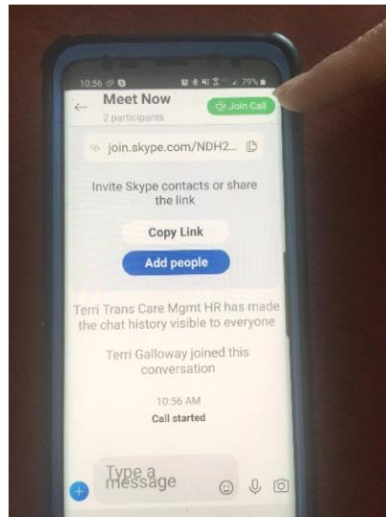
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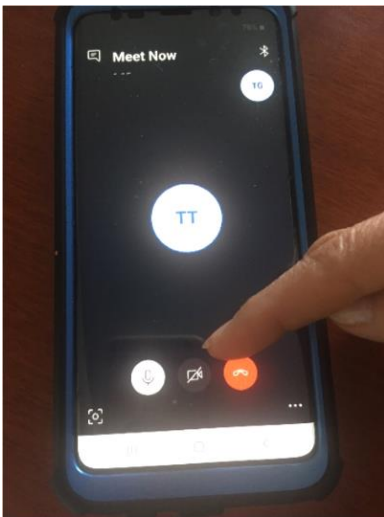
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4 -



5 - Helpful hint – make sure your camera is turned on. In this photo the camera is not turned on. Click the icon to turn on the camera



5 -

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To end a Video Call:



To end the video call, both parties must click the red phone icon button.

**After your interview, be sure to check back with your Recruiter/HR Rep as soon as possible with your post interview feedback.
Good luck.**

Helpful links

How do I make a call:

<https://support.skype.com/en/faq/FA10613/how-do-i-make-a-call-in-skype?q=video+call>

How do I answer a call:

<https://support.skype.com/en/faq/FA34859/how-do-i-answer-a-skype-call?q=video+call>

What is "Meet Now" in skype:

<https://support.skype.com/en/faq/FA34926/what-is-meet-now-and-how-do-i-use-it-in-skype>

If you choose to Google additional instructions, be sure you are looking at instructions for the Skype version 8.58. There are several YouTube instructional videos out there, but most are for older versions.

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