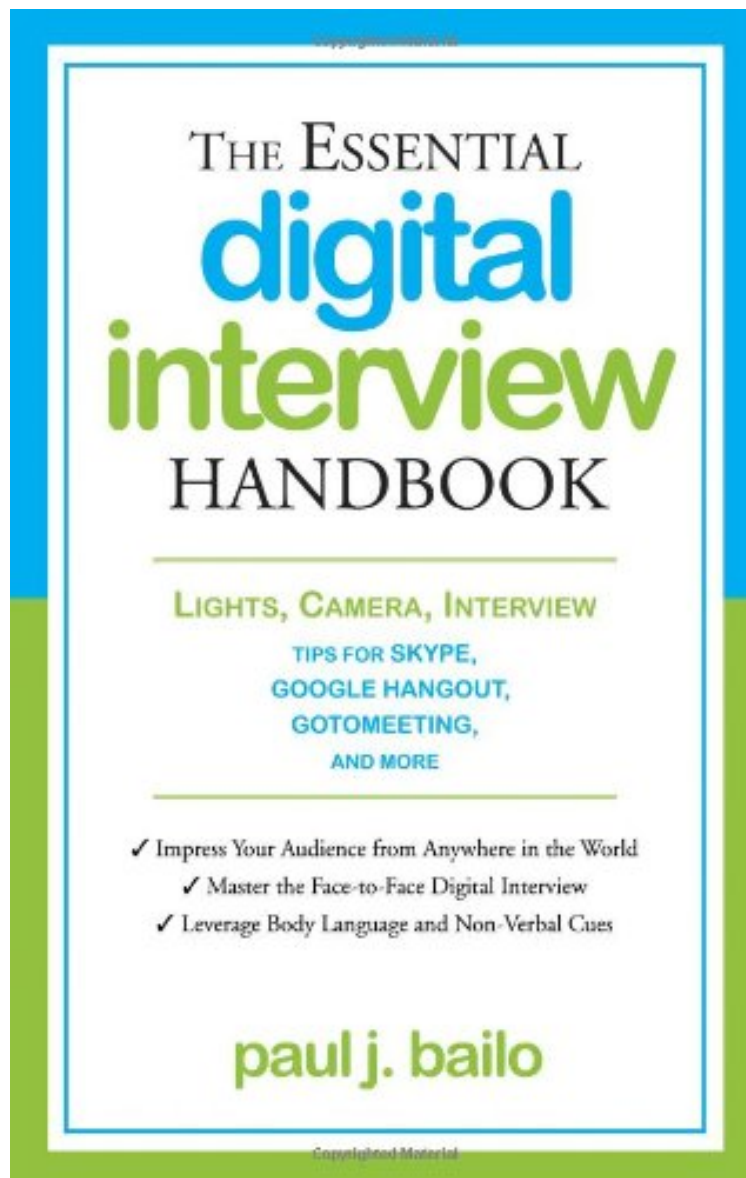


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The Essential Digital Interview Handbook: Lights, Camera, Interview: Tips for Skype, Google Hangout, GoToMeeting, and More

Paul J. Bailo

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"The *Essential Digital Interview Handbook* is delightful, engaging, illuminating, funny, and above all, fresh. Paul Bailo's fascinating new ideas on conducting digital interviewing will change the way candidates, executives, sales leaders, and recruiters leverage the power of digital communication."--Jack Forget, PhD, president of the International School of Management
"You never get a second chance to make a stellar first impression, and in today's digital age, we can all use a little extra help. This handbook is the key to your success whether you're a recent grad or a seasoned professional!"--Jill Ferrall, associate dean, career development, Quinnipiac University, School of Business
In today's increasingly interconnected world, virtual meetings have become a staple of business practice. Unsurprisingly, so has the digital interview. Physical distance between potential employers and job-seekers is no longer the impediment it once was for face-to-face engagement. In the past year alone, the number of people who use Skype for this purpose has risen from about 300 million to more than 405 million, with a whopping 66-percent increase in users who log in from their mobile devices. Moreover, 35 percent of all businesses in the United States use Skype as their primary means of communication. These numbers point to one simple fact: you need *The Essential Digital Interview Handbook!* This book, the first one of its kind, will cover everything you need to know, including:
How to prepare for your digital interview
How to avoid common pitfalls and mistakes
How to establish a professional presence by using the correct microphone and camera
How--and when--to take the next step, and transition from virtual to in-person
Your next job will likely be waiting for you on the other end of a video conference. These tips will also help you appear more professional for media interviews and presenting online. Let *The Essential Digital Interview Handbook* walk you through the steps to success.

About the Author
Paul J. Bailo, PhD, MBA, MSW, is the digital interview spokesperson for Skype and the founder and CEO of Phone Interview Pro--a service for job-seekers who want to perfect their telephone job interviewing skills. After recognizing that the telephone interview is often overlooked in the job-search process, he created a 250-plus point evaluation system, previously nonexistent in the career services industry. He is also the author of *The Essential Phone Interview Handbook* and has been featured in such media as CNNMoney.com, Yahoo hot Jobs, AOL Jobs, and CareerBuilder.com.