

## **Do's & Don'ts for Video & Voice Assessments**

### **Please read all the instructions before giving video/voice Assessments**

1. Ensure all notifications such as skype messenger, antivirus pop ups are disabled when the assessment is given via laptop/Desktops.
2. Ensure the mobile is on DND mode if the assessment is given via mobile app.
3. When the assessment is going on do not try to toggle between tabs/minimize/maximize/close the assessment the tabs/copy & Paste contents from the assessment screen.
4. Please ensure you only use google chrome browser for taking the assessments via laptop/desktops and mobile application while taking the assessment via mobile
5. While taking the voice & Video assessment via mobile app ensure you download the correct mobile application from google play store & apple store, Name of the app is – Genpact | Hire Me!
6. If using a headphone/earphone do not hold or fidget with the microphone while giving the assessments
7. Please refer to the tutorial videos for video and voice assessments before proceeding with the same. The videos will be available when you log in to the portal just before starting the assessments
8. Ensure you have a good & stable internet connection before proceeding with the assessments.
9. Ensure the background is noise free and proper lightning is maintained before giving the assessments.
10. If you are not receiving OTP, please ensure you have a proper mobile signal. Also check if you are receiving any other text message or not. Please try again after some time.
11. If you are enrolled for both video and voice assessment, ensure you complete both the assessments in one sitting.

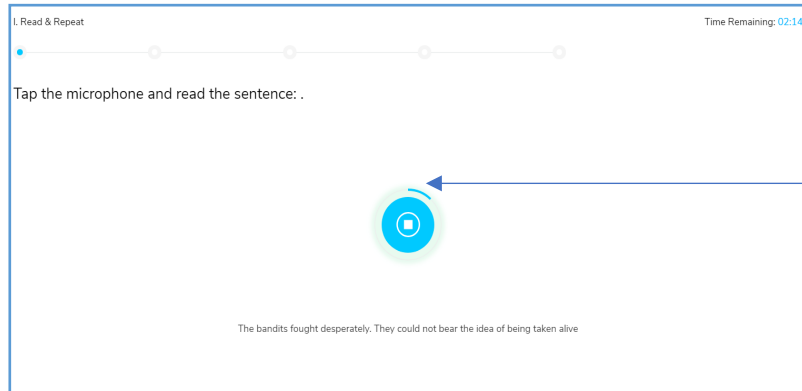
### **Video Assessments**

1. Once you begin the assessment, please start speaking after the Preparation Time is over and the Recording Time has started
2. After answering all the questions, please wait for the videos to be uploaded, and only after the notification, that the video has been

uploaded, you can click on Go to Dashboard and proceed with next steps

## Voice Assessments

1. When you begin the assessments and click on start recording, wait for the blue line to appear and then start speaking to ensure all your answers are recorded.



Wait for the blue line to appear than start the recording

2. In the 3<sup>rd</sup> module "Speak the missing phrase", please ensure you only speak the missing phrase and not the entire sentence