

Skype Interview Tips

Preparation

- Download the [Skype](http://www.skype.com) (www.skype.com) software prior to the interview
- Create a professional username
- Ensure you have quality speakers and a microphone
- Practice using Skype with friends/family before interviewing to learn the program and make sure the technology is working well
- Test Skype the day of the interview to verify all equipment is working

Set the Scene

- Control outside noise (silence cell phone, TV, pet, friends/family)
- Select a clean clutter-free room for the interview or hang a roll of seamless, neutral-colored paper behind you
- Make sure your background is clean and neat and further reflects your personality and professionalism
- Choose clothing without patterns and use appropriate colors
- Use a room/space with light; a lack of light will create shadows...but don't have direct light on you; use warmer hues & diffused/softer light
- Select a good camera and microphone
- Set your camera so it is at eye level...don't create a double chin or make the interviewer look up your nose...the camera should also be far enough away to provide a good view

Interview Preparation

- Look professional, avoid shirts with patterns or that show too much skin; solid colors are recommended...deeper blue tones are better than reds for the camera
- Avoid distracting jewelry and accessories (no sunglasses); don't wear shiny jewelry that might catch the light on the camera
- Men should be freshly shaven and women should wear conservative make-up as both will be more conspicuous on camera
- Prepare interview answers and questions...
- Put notes on cards that you can 'hide' from the camera and refer to only if you need to jog your memory

Dealing with the Technology during the Interview

- It is still an interview! Smile, make eye contact (watch the camera, not the screen!!), take notes, and prepare ahead of time
- Master your 'digital handshake' (a slow, confident nod with a smile)
- Look directly into the web cam when speaking, rather than at the screen (download a photo of the hiring manager, print it, and make a hole in the picture just big enough to allow the camera lens to see through...then tape it where your camera is to direct your eyes)
- Keep your voice at a medium volume, and don't let your pitch get too high so that it comes across well
- Use engaging body language (e.g. lean forward) and move enough that the interviewer doesn't think the screen is frozen, but avoid excessive hand gestures or other large movements
- Delays can occur so let the interviewer finish speaking before you respond