

10 TIPS FOR SKYPE INTERVIEWS



~ Contributed by Miranda Van de Kuyt

1. **Create a professional profile.** If you don't already have one, be sure to sign up and create a sharp looking profile that includes a professional username, headshot, and status.
2. **Prepare for it like a traditional interview.** Do your homework; research the company, prepare your responses for interview questions, and dress the part.
3. **Choose a quiet location with non-distracting visual background.** Find a place where there will be no people, pets, or equipment/traffic fighting for your interviewer's attention. Choose a place with a visually neutral background or remove some of the distracting items in the location you've chosen.
4. **Test your lighting.** Make sure your location is front lit. No one wants to interview a silhouette; it kind of feels like you're talking to a witness whose face has been hidden to protect his/her identity—not the best first impression.
5. **Check your sound quality.** If your device has poor sound quality or no internal microphone, arrange for a good quality headset to use for your call.
6. **Ensure a strong internet connection.** In some locations, internet connections are notoriously unreliable. Set up your video chat in a place where your internet connection will be strong and uninterrupted.
7. **Test your software.** A few days before your scheduled Skype interview try out the location you're considering. It's a great opportunity to do a mock interview with a friend. That will give you a couple of days to come up with another plan if your location is not as ideal as you had hoped, and give you some more time to prepare for your interview questions. Do a Skype test call several minutes before your scheduled interview to make sure your device, headset, and software are working as they should.
8. **Look at the camera.** It can be hard to decide where to look, either at the camera or the face on the screen. It's best to alternate between both but look at the camera for most of the time. This ensures you won't miss visual cues from your interviewer, but maximizes eye contact between you and the interviewer.
9. **Check your battery.** If you're connecting from a laptop or other mobile device, ensure your battery is fully charged so you won't lose your call part way through.
10. **Have a back-up plan.** Video chat calls are notorious for not working when you hope they will. Make sure you have a back-up plan in case of technical difficulties. Before the call, exchange phone numbers and email addresses and clarify current locations so you can reconnect quickly if your Skype call is disconnected.



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