

7 Tips for Skype Interview Success

Technology is changing and you may soon find yourself interviewing for a job via Skype or other video platform. Learn how to make a great impression when you're not in the room!

1. Look Good

- 90% of the cues we give off are non-verbal, what first impression are you giving?
- Dress like you would for an in person interview.
- Do your research, what is the company culture? Err on the conservative side- wear darker colors and limit patterns.

2. Set the Stage

- Look behind you, because that's what others see.
- Find a quiet setting, ideally in a room with a door.
- A cluttered background may distract your audience.
- Check your lighting to make sure it looks good.
- Let others know about the interview; you don't want to be interrupted by friends/family/pets mid interview.

3. Practice First

- Video interviews can be awkward. After all, where should you look and how close to the camera should you be?
- Practice interviewing with a friend, and be sure to record it so you can evaluate areas to improve.

4. Keep Smiling

- Just like at an in person interview, remember to smile.
- Hang a picture or note behind the computer to remind you to smile.

5. Stay Present

- Remain attentive, let the interviewers know you are listening by using listening sounds "hmm or yes".
- Don't play with your computer during an interview. People can hear the keys tapping!

6. Have notes

- Have your resume, news about the company, questions you want to ask and potential talking points available.
- Keep notes in a scannable format for quick reference.
- Know your material; don't read at your interviewer(s).

7. Tech Problems Happen

- You'll likely experience a technical issue (delayed video, poor sound, etc.) don't get flustered, it happens to everyone.
- If you are having trouble hearing, don't hesitate to politely interject. "Excuse me, I think we're having a technical issue, I couldn't quite hear everything that was being said, could you repeat it please?" This is appropriate and expected.

Adapted from:

Swanson, D. (2013, April). 7 Tips to Nail A Skype Interview. *Forbes Magazine*. Retrieved from <http://www.forbes.com/sites/learnvest/2013/04/09/7-tips-to-nail-a-skype-interview/>