



SKYPE INTERVIEW

Skype interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as a way to minimize the expenses involved in interviewing out-of-town candidates.

BE PREPARED TO INTERVIEW

- Prepare for a Skype interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical interview questions.
- Verify your skype log-on to ensure accessibility to your account. Additionally, test for any connectivity issues prior to beginning your interview.
- Set up in a location that is quiet with minimal background distractions in camera view. Keep background neutral so you are the focal point.
- Practice by Skype calling a friend or family member and ask them to review questions with you. Ensure volume level is appropriate for
- Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer questions.
- Utilize post-it notes for key points such as strengths and weaknesses or reminders.
- Have a pen and paper handy for note taking.
- Research the employer and assemble a list of questions to ask.
- Verify your skype profile is professional: include a professional profile picture and ensure your username and bio is appropriate as well.
- Dress professionally as you would an in person interview.
- Consider using a laptop instead of a phone or tablet to increase stability and have your hands available for notetaking as necessary.

DURING THE SKYPE INTERVIEW

- Do your best to look at the camera, maintaining “eye-contact”, rather than looking at the screen.
- If you're distracted by what you look like on camera, turn off the self-view to focus on the recruiter and your answers instead.
- Close other computer programs to limit distractions.
- Don't chew gum, or eat while interviewing.
- Keep a bottle of water handy, in case you need to wet your mouth.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- Don't interrupt the interviewer. If there is a lag in the connection, don't be afraid to wait for the sound to buffer rather than talking over the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Make sure the interviewer is engaged. Be conscious of the interest level of your employer as they can be easily distracted by notifications on their computer as well.
- Your goal is to advance to the next stage of the recruitment process: an in-person, face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person.

AFTER THE INTERVIEW

- Take notes about what you were asked and how you answered.
- Remember to say "thank you." Follow up with a thank you note or email which reiterates your interest in the job and includes a point of connection you had with the interviewer.

Adapted from USA Today article: “13 Tips for Nailing a Skype Interview”