

SKYPE INTERVIEW TIPS

Whether you are being interviewed on Skype, over the phone or in person, all the general rules of a job interview apply.

Just because you are not meeting the interviewer in the flesh doesn't mean any less preparation is involved!

- Research the company
- Read the job description thoroughly
- Know your resume inside out
- Prepare to answer common interview questions
- And have some questions to ask the interviewer.

TESTING, 1, 2, 3...

"Five minutes before the interview is not a good time to realize you cannot connect to Skype."

- Download Skype ahead of time and become familiar with its features.

1 Day Before:

- Test audio & video setting.
- Check your Internet connection!

1 Hour Before:

- Test the audio and video settings again
- Use the **Echo/Sound Test Service** to ensure the microphone is working properly.
- **Check your Internet connection!**
- If your webcam is detached from your screen, be sure to center the camera in order to easily look at the screen and monitor at the same time.

SKYPE ETIQUETTE

- Keep your profile picture professional and choose a username similar to your email address.
- **Dress as you would for a face-to-face interview.** *Best to wear neutral, solid colors* (shades of black, blue or grey are best) because these colors work best on video. *Stay away from patterned clothing* (plaid, bright stripes, or floral) which don't work best on the screen and can distract the interviewer.
- **Look straight into the camera when you are talking**, as this will make the interviewer feel as if you are speaking directly to them, despite your being remote.
- **Select a quiet, clean interview space.** Choose a blank wall or warm-toned background to shoot your video.
- Clarify time zone for the scheduled interview time!
- **It's important to have enough lighting for a Skype interview.** If necessary, get a lamp that can be in front of you (halogen lamps often work well).

BE AWARE OF INTERRUPTIONS

When trying to determine whether you will be suitable for a job, **Interviewers may not take kindly to:**

- Dogs barking,
- Children crying,
- Mobile phones,
- Music in the background,
- Or people walking in and out of the room.

The golden rule with a Skype interview is to treat it like any other face-to-face interview.

Information courtesy
of Florida State
University
www.career.fsu.edu

SKYPE INTERVIEW TIPS

PRACTICE MAKES PERFECT

• Familiarize Yourself with How You Look on Camera:

During the interview, you can see yourself in the video camera which can seem awkward at first. Get familiar with your own facial expressions when you talk to help eliminate camera shyness.

• Become Comfortable With The Sound of Your Own Voice:

It can sound different when using certain technology, so don't be caught off guard.

• Do a Mock Interview:

Find a person you trust and use Skype or other video conferencing software. You're bound to make mistakes, so it's best to practice with someone who can provide honest feedback.

• Wear your interview attire while you practice on Skype:

Ask a friend if it looks okay or seems too distracting on video.

DURING THE SKYPE INTERVIEW

- Have a copy of your **résumé** ready to send as an attachment.

- Close all other applications on the computer to avoid distractions.

- Don't shout, but do speak loudly and clearly. Sometimes with video calls there may be a delay with the picture so a clear speaking voice is extremely important.

- The golden rule with a Skype interview is to treat it like any other face-to-face interview. There is a real person on the other end of the call, so treat them like one. Occasional smiling makes you look positive, confident and enthusiastic about the job you are applying for.

- Watch out for the delay-- there is a slight transmission delay when using the video functionality. It's important to be aware of this delay and to pause to ensure that your interviewer has finished speaking before you speak.

- Before the interview ends, be sure to verbally thank the recruiter for the interview.

AFTER THE SKYPE INTERVIEW

- Reflect on what went well and what you can improve upon.

• Be mindful of privacy options.

Remember that the interviewer is now one of your Skype contacts and can access your profile picture or personal information.

- Send a thank you note or email after your Skype interview.

FOR MORE INTERVIEWING TIPS, VISIT ROLLINS.EDU/CAREERCENTER

Including...

- Our [Online Interview Guide](#)
- [Sample Interview Questions](#)
- [InterviewStream](#)

Or schedule an appointment to discuss interviewing techniques

