

# 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
- Make sure your background is clean and neat and further reflects your personality and professionalism (but don't
- Use a room/space with a lot of light; a lack of light will create unwanted shadows

## Interview Preparation

- Look professional, avoid shirts with patterns; solid colors (but not white!) 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, take notes, and prepare ahead of time
- Look directly into the web cam when speaking, rather than at the screen
- Keep your voice at a medium volume, and don't let your pitch get too high so that it comes across well
- Delays can occur so let the interviewer finish speaking before you respond