

## Tips for Interviewing by Skype

- Be well prepared, as you would be for any interview. This means researching the company and job beforehand as well as being prepared for answering and asking questions.
- Check your equipment the day before, as well as an hour or so before your scheduled interview. Be sure your internet connection, webcam, and microphone are working. If possible do a test with a friend who uses Skype. Remember, this is not the time to try out Skype for the first time!
  - At the beginning of the interview, offer the employer your phone number to use in the event of technical difficulties.
  - If technical difficulties occur, remain calm. Finish your thought even if you think the interviewer cannot hear you. Sometimes video may freeze for a second.
- Consider the environment where you will be sitting:
  - Lighting: make certain that the light is not too bright or dim which will make it difficult for the interviewer to see you. For example, do not sit in front of a bright window or your image may appear too dark to see. The same applies for areas that are too dim.
  - Background:
    - Should be neat, clean, uncluttered.
    - Should be free of distractions: turn off TV, radio, and your cell phone.
    - Remove any distracting items from the camera's view (pictures, clutter, anything that may appear inappropriate).
    - Your area should be private so no one will walk in during your interview and distract you or the interviewer. Be sure to alert your roommates.
  - Area should be quiet. Consider things such as appliances (air conditioner, refrigerator) that could come on during your interview making it more difficult to hear.
- Be dressed professionally and pay attention to good grooming as you would for any interview.
- Plan on sitting in a straight chair (such as an office chair or kitchen chair) which will help you to have good posture. The couch isn't the best place to sit for your interview.
- Be sure your computer is just slightly above your eye level so that you are not looking down at it.
- Smile and speak clearly.
- Have a copy of your resume, as well as a notepad and pen nearby.