

Bracken Business Communications Clinic

Tips for Successful Skype Interviews

1. Prepare
 - a. Research the company and the interviewer using websites and LinkedIn.
 - b. Prepare responses for common interview questions.
 - c. Write a list of questions you would like to ask; some should focus on the organization interviewing you.
 - d. Keep notes on your desk, out of view of the webcam.
2. Practice
 - a. Test all components of your technology by practicing with a friend.
 - b. Make sure your Skype username and profile are professional.
3. Eliminate Distractions
 - a. Find a quiet place.
 - b. Close all other programs on your computer.
 - c. Silence your phone!
4. Consider your space
 - a. Think about what is behind you – keep it professional.
 - b. Eliminate clutter, but avoid blank walls as well.
 - c. Don't sit in front of a window or other light source; it will make your face look dark.
 - d. Sit an arm's length from the camera.
5. Pay attention to nonverbal communication
 - a. Eye contact is essential, but awkward, on video conferences.
 - i. Look at the camera to make eye contact!**
 - ii. Don't look at the other person's image or your own image.
 - b. Greet the interviewer with a digital handshake, i.e. a slow, confident nod as you lean slightly forward
 - c. Dress appropriately – if you decide to wear sweatpants, be sure the webcam is off before you stand up.
 - d. Relax and don't fidget.
 - e. Smile!
6. Address technical issues
 - a. If sound or video issues arise during the interview, politely recognize them and attempt to fix them.
 - b. Have a back-up plan available; phones are a good substitute.
7. Special considerations for phone interviews
 - a. Smile – others can hear when you are smiling.
 - b. Stay focused.

