



Career Services

SKYPE INTERVIEW ETIQUETTE

Skype interviews are becoming more and more common. Here are some tips that will help in making them a success:

Keep eye contact.

This can be tricky and may take some practice. When Skyping with someone your eyes are automatically drawn to looking at them. Depending on where your camera is, though, it may appear to the person on the other side of the video that you are looking down. You want this interview to feel as personal as if in person. Look at the camera, look at the camera, and look at the camera. If you have an external camera, perhaps consider placing it in the middle of your screen so that even when looking at the individuals on your screen, it appears that you are making direct eye contact.

Computer/Camera Angle

Where you place your computer/camera is also important. You want the camera at eye-level. Again, try to create an atmosphere as similar to an in-person interview as possible. This may mean that you need to elevate your computer on a box or something on the desk. Don't worry about that. The employer will not see the box.

Background

What the employer will see is what's behind you. Keep the background simple and clear of distractions. Clear the area of anything that does not convey professionalism. Test your interview site and see what it looks like. You may also need to move around a lamp or two if the lighting is not flattering or is causing a glare.

What you wear

Some individuals think that you do not need to worry as much about what you are wearing because the interviewer will only see the top half of your body. While that may be true 90% of the time, there are two reasons to dress from head to toe as if you were interviewing in person:

1. Dressing professionally for an interview puts you in the mindset of the interview. Having on a business top and pajama bottoms may put you in a half-sleepy mindset.
2. Unpredictable things can happen in an interview that may make you stand up and walk around. It happens. Be prepared.

Your Skype Name, Address and Photo

Make sure that your Skype contact name, email address, and photo are appropriate. Photos do not need to be of you in a business suit but they shouldn't be partying or with a significant other. Your profile is important, too. If your address is 2hot4u@something.com, change it. First impressions are crucial.

Noises:

Do your dogs bark every time the postal service delivers? Do your housemates return around the same time as your interview? Prepare for all and any noises and distractions. Remind housemates ahead of time about your interview. Tape notes on the doors asking people not to knock or disturb. Put the dogs out in the yard. Silence your phone. Again, the entire point is to make the interview as similar to an in-person interview as possible.

Time Zones

Just like a phone interview, be aware of time zone differences and verify with the employer the time zone of the interview.

Check internet connection.

You can do all the preparing in the world but an unstable internet connection can mean the difference between a great interview and a bad. Practice connecting with friends and family beforehand to make sure the internet connection is solid.

Connect early

Most companies will provide you their handle name before the interview. Make sure to have them established as a contact *before* the interview begins.

Just like an in-person interview, don't depend on notes!

Do not think that you can sneak peak answers to questions on your computer screen or table. This is obvious. Prepare as if you would for an in-person interview. It shows! Feel free, though, to have paper and pen with you to jot down interviewer names and details like that. Just don't focus on it.

Practice, practice, practice!

Practice may not mean perfect but it sure can mean the difference between being offered a job and not offered a job. This is just as important for a Video-Conference interview. Not only do you need to practice your answers, you want to verify that the video works, that the volume is correct, that your background and lighting look good. Need help? Ask a career counselor, peer, family member or faculty member for feedback.

Remember; recreate the in-person interview feel using the tips above and, like all interviews, research, practice and contact Career Services for resume assistance, mock interview help and more!