

Interview Tips – Skype

Skype interviews are becoming more popular and give an interviewer a preview of what to expect from a more formal face to face interview.

Preparation

- Other environmental factors are important in a Skype interview, e.g. lighting, camera position, distance from microphone.
- Have a practice run with a friend by Skyping to see how clear you are and to make sure you're making eye contact.
- Take inappropriate posters and décor down.
- You may not have been asked to dress formally, but doing so will show you mean business and are serious about the position.
- You could record yourself answering questions to help you prepare and make you feel less anxious for the real interview.
- Have prompts in front of you to refer to and a paper and pen to make notes – be careful not to constantly look down at them or rustle the paper.
- Often there can be technical issues, so don't leave things until the last minute – download Skype in advance and set up your headphones and microphone before if possible.
- Check your username: keep it as simple as possible and not too informal.
- Try to do your Skype interview at home in a quiet and suitable area, and make sure you won't be interrupted. If you can't do your Skype interview at home, try your local library or University Careers Service, but make sure you inform the interviewer in advance.

During the Interview

- Body language is key: sit forward, smile and show eye contact.
- Speak clearly and not too quickly, be genuine and natural – it is easy to forget the simplest of actions which the interviewer will pick up on.
- Tell your interviewer if you can't hear them, so that the issue can be resolved as soon as possible.