



## Ready Reference G-18 Skype Interview

An alternative to a phone interview might be an interview utilizing a type of videoconferencing software, such as Skype. Often, it can be the first step in a job interview process. Be prepared. Treat the Skype interview seriously, because it will more than likely determine whether you continue to the next step in the application process. If you need a quiet place to conduct a Skype interview, stop by the CEAT Career Services and ask about reserving an interview room.

### What to Do

#### Before Your Skype Interview

Print out the job description and a copy of your resume, and write down the interviewer's phone number in case you get disconnected and need to contact the interviewer.

Dress for an in-person interview. Just like an in-person interview, wearing professional clothing is a necessity. We recommend you wear dark clothes with a pop of color (e.g., tie or blouse). Keep in mind that some clothing details may not look good on screen. Avoid stripes and tight-knit patterns such as hound's-tooth because the distortion might be distracting to look at. Do dress in a full professional outfit, so that if you should need to stand, you are not seen wearing your pajama bottoms.

Find a quiet place where you can speak at a reasonable volume. Arrive at least 15 minutes before the scheduled call time in case you are called earlier than expected. If you have roommates or pets, ensure they are elsewhere during your interview. Make sure the room is well lit and that the area in view of the camera does not have anything in it that you do not want an employer to see (inappropriate posters, for example).

Avoid technical difficulties by making sure your Internet connection is reliable. If you are using Skype, familiarize yourself with Skype's features in advance (and choose a professional-sounding username). Make sure your headphones are secure and that your Ethernet cable is connected for extra security in case your wireless connection fades out.



### During Your Skype Interview

Pay attention to your body language. We recommended you sit with good posture so that your voice will project better. Smile. Smiling when you speak brings energy and excitement to your voice. Do not be afraid to use your hands to be expressive. Look directly at the camera (NOT the image on the screen) and lean in slightly towards it, to convey interest.

Pause a second or two longer than you normally would before answering a question to make sure the interviewer has stopped speaking. That way, if there is a lag, you can avoid interrupting the interviewer.

**Example:** Although my last job required long hours of verifying data with a partner to accomplish a project, it was worth it all when our supervisor presented the results to a very pleased client. The company gained a satisfied customer; our supervisor gained the respect of the President; and my partner and I learned the value of teamwork and the positive results it can bring.



### After Skype Interview

Send a thank you note, quickly. Send a thank you e-mail an hour or two after the interview. Emphasize your interest in hearing back from the interviewer.