Tip Sheet for Skype Interviews

Increasingly employers are using Skype as a way to screen candidates or conduct the first round interview. There are some similarities between Skype interviews and phone interviews; however, candidates need to be more aware of the visual surroundings during a Skype interview.

Below are a few tips to keep in mind when preparing for a Skype interview.

1. Just like preparation for a phone or face-to-face job interview, do a trial run with a career counselor, friend, or colleague to be sure you are ready on all fronts. Test the technology prior to the interview to ensure the volume is appropriate and no cords are unplugged.

2. Dress as though you were going to a face-to-face interview. Choose attire that is appropriate for the type of position for which you are interviewing. Neutral colors are best on camera and avoid busy patterns. Men need to be clean shaven and hair styled and combed.

3. Choose a suitable background for your interview. Pay attention to the warmth and depth of the background. For example, a warm wood bookcase in the background is more visually appealing and adds more depth than a blank white wall. Be sure the background is free of clutter and looks professional. Choose a location where the lighting is good or add a lamp to illuminate yourself.

4. During the actual interview, silence your home and cell phones as well as email alerts and other noises coming from your computer that might be heard by the interviewer or be a distraction to you. Keep family members, children and pets away so they are not heard during the interview. If you are borrowing a room or office for your Skype interview, post a note on the door, “Interview in progress, please do not disturb,” to eliminate the risk of someone walking in on you.

5. Remember to look at the camera on your laptop or computer, and not at yourself. Helpful hint: Move the box with your picture closer to the camera on your computer. Then you will be looking directly at the interviewer.

6. Career Services offers mock interviews and is happy to help you practice using Skype. Call the office at 609-258-3325 to schedule a mock interview with a career counselor.