

# Interviews

## Skype Interviews

### Why Skype is used for Interviews:

- It is appropriate to request a Skype interview with an employer if you are unable to travel to have an in person interview
- Allows you to see the interviewers, which helps in reading their nonverbal communication that are absent in phone interviews

### Before the Interview:

- Create a free Skype account ([www.skype.com](http://www.skype.com))
  - **Create** a professional username (perhaps your first name and last name)
  - Ensure your location is accurate as this will help the employer locate you
  - Choose a professional display picture
- Make sure you have the required equipment for a Skype video call
  - You will need a computer with a microphone, webcam, and an internet connection
- Do a **test** call so that you can get used to using Skype
  - Check your voice levels
  - See you how your image looks (is it clear, blurry, is there glare from windows or lights)
- Choose your location wisely
  - Make sure there is an appropriate background (for example, clear the items behind you so that the background looks tidy)Make sure you are in a quiet environment (background noise will get picked up)

### During the Interview:

- Sign into Skype 10-15 minutes before your scheduled interview time
- Dress appropriately and make sure you look professional on video
  - Some clothing (colours, patterns) do not look as good as others on camera
- Be prepared for technical difficulties!
- Make sure to ask if the interviewer(s) can hear and see you clearly
- Be mindful of the video call lagging which can interrupt the flow of the conversation
- Have your resume and any other needed materials (i.e. pen and paper) nearby for your reference
- Make sure to have a glass of water with you

