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)
  - 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 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.