

# Acing the Skype Interview

## *Tips for Impressing an Employer Online!*

Prepare for this as you would an in-person interview by researching the company, reading the job description, reviewing your resume, and having responses prepared for the questions you may be asked.

### PREPARE YOUR LOCATION

- Be sure your chosen location is **quiet and free of distractions**. You can request a room at the Amica Center if needed. If interviewing from home or your residence hall, make a “**do not disturb**” sign and put it on your door. Advise your family and friends to ensure you have privacy.
- Your surroundings are important. You don't want the background to distract from your interview. Ensure that the background is **free of personal objects and clutter**. Try to sit in front of an area that is **not all white but gives some definition** (like bookshelves or furniture behind you.) **Don't sit in front of a window** or other source of bright light. **Use lamp lighting** rather than overhead lighting if possible. Or set up two task lights on either side of the computer/webcam.

### PRACTICE IN ADVANCE

- Skype with a friend using your chosen location and lighting. Evaluate the background and the lighting. Make adjustments if needed. Check out “**InterviewStream**” on our website to record a Skype practice interview.

### CHECK TECHNOLOGY

- Ensure that you have a professional Skype account name.
- Confirm that your chosen location has a strong wireless signal and that your computer has plenty of battery back-up. Test the wireless signal, or use direct Ethernet access if more reliable. Test all equipment (power cords, microphones) well in advance of the interview.

### DRESS PROFESSIONALLY

- Wear what you would wear to a face to face interview.
- Colors Matter: Dress dark with a touch of color. Select solid, neutral colors. Stay away from reds, magenta, hot colors and stripes. Shades of blues, blacks and grays work well. Be sure that your jacket color doesn't blend in with your background color. Avoid glittery jewelry.

### BEFORE THE INTERVIEW

- Turn off all cell phones, home phones and email alerts.

### DURING THE INTERVIEW

- Sit at an angle to the camera with your head turned to the camera so your image doesn't appear as a head-on “mug shot”. Don't sit too close to the screen. Look directly into the webcam, rather than the computer screen, when talking. A good trick to help you remember this is to put a photo by the computer camera lens.

### WATCH OUT FOR THE DELAY

- Be aware that there is a slight transmission delay with Skype. Pause and ensure that your interviewer has finished speaking before you speak.