

## How to prepare for a Skype interview

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With folks socially distancing from others due to the coronavirus outbreak, virtual interviewing is becoming key to the hiring process.

Skype, an online phone and video service, has proven to be a popular way to conduct interviews during these times.

There are some important steps you should take to prepare for a Skype interview.

### **1. Test your technology and choose your interview location**

The first thing to do when preparing for a Skype or video interview is to make sure you're comfortable and ready to use your technology (computer, mic, webcam, etc.) days before the actual interview is set to take place. Then, test everything again an hour or two before the interview. Make sure to do a test run with a friend to ensure you're comfortable with the technology and the settings are correct. This way you are ensuring that any technical issues are addressed prior to the interview.

Make sure your surroundings are clutter free and that you are positioned against a plain background. Find a quiet room where you can shut the door and have relative silence with nothing moving in the background. Consider hanging a "do not disturb" sign on the door of the room where you will be taking the Skype call. In addition, silence notifications on your devices.

Make sure that before the interview you know whether you are supposed to reach out to the interviewer or vice versa. If you are supposed to reach out, ask for their Skype name ahead of time. Before the interview, find the person on Skype, and add him or her to your list of contacts. This will make it easier to contact them if you are asked to.

Make sure you create a professional username. With Skype, people can search for you by your first and last name. Make sure you don't use any unprofessional nicknames in your Skype name.

## **2. Be prepared for the actual interview**

Prepare for a Skype interview the same way you would prepare for an in-person interview. Print a copy of your resume, along with the job posting or description.

Make sure to have notes, paper and a pen handy. It is useful to have a few brief bullet points in front of you about what you want to highlight during the interview. Sometimes, conversations can go in unexpected directions, and it can be easy to forget your talking points. This way, you can scan your notes without losing too much contact with the interviewer. Make sure to practice answering interview questions in advance, so that you don't stare down at your paper. Remember that eye contact is important.

## **3. Dress as if you are going to an in-person interview**

Dress from top to bottom as you would for an in-person interview. Even though it is likely the person at the other end will only see your top half, it's better to be ready for the unexpected. Additionally, it's wise to keep your clothing color choice neutral, and avoid dressing in patterns.

## **4. Be aware of your body language**

Be aware of your body language when you're doing your Skype or video interview. Avoid crossing your arms during the interview and make eye contact just as you would in person.

Sit forward in your chair since it will make it look like you're paying attention and are interested. Slouching can convey that you're bored or disinterested.

Smile and focus. In many ways, a Skype interview is just like any other interview. With a Skype interview, make sure your computer is positioned so that you are looking directly into the webcam.

## **5. Don't panic if technology fails.**

With any technology, there is the chance for a glitch. When you start the interview, you might want to make sure the person can see and hear you. If anything goes wrong during the

interview, remain calm and friendly. You might suggest hanging up and trying the video call or even a regular telephone call. Make sure you have the person's email address or phone number close by, so you can contact them in case you completely lose each other.