



# Interview Tips

**V**ideo interviews are becoming more common and understanding how to operate the technology and represent yourself in the best possible way requires some advance preparation. Skype is one of the most commonly used technologies because it is free and relatively easy to download and use. Here are some tips on how to manage a Skype interview.

1. Purchase a webcam if your computer is not already equipped with one.
2. Download the Skype software well in advance of the interview. Create a professional Skype username, your full name works well.
3. Practice using Skype with friends and family to become familiar with its features. Conducting a mock interview is a good way to practice.
4. Give yourself plenty of time before the interview to make sure all equipment is working properly. Position the camera on your face correctly; check that the microphone is working; check the internet connection; insure that the lighting isn't too bright or doesn't throw shadows across your face. \*
5. Choose a plain background such as a blank wall or non-distracting picture or large plant.
6. Dress in business attire just as you would if you were in the interviewer's office. Shades of blue look great on video. If you have dark hair choose a light shade of blue and if you are blonde choose a darker shade. Avoid patterned clothing.
7. Look at the camera, not the screen. If you look at the screen, you will appear to be looking away. Looking at the camera makes it appear that you are making eye contact. Remember to SMILE!
8. Remove all distractions and sources of noise including phones, dogs, etc.
9. Have your cell phone and a land line ready in case the audio drops off your connection. At the beginning of the interview, ask for a direct phone number in case you are disconnected. Be prepared to continue without being distracted.
10. Have a copy of your resume and your PSRs available but out of camera view in case you need to refer to them. You can also take notes, as long as you continue to maintain a reasonable amount of eye contact.

**\* Here's some advice on lighting from a professional:** Set up two lights -- one behind your monitor and one to the side of you -- on your good side. Put the camera to either the right or left corner of the top of your monitor, depending on your best side. Adjust the lighting so it's not in your eyes.