SKYPE For Interviews

- Create a professional username.
- Review all the instructions. Ask for help (which is typically available online or by telephone) if you're not sure how the web cam works or if you have questions.
- Follow the directions.
- Practice - if you have a web cam, record yourself to see how you appear on camera.
- Conduct a quick test the morning of the interview to make sure the camera and the microphone are working correctly.
- Turn off email
- Sit up
- Dress appropriately in professional interview attire, just like you would for an in-person interview.
- Put yourself in good light; be aware of your surroundings and the lighting
- Pick warm background
- Look at the camera, not down at the desk or table. Tape a picture above the camera if it will help you look at the camera.

Video Interviewing Tips from Skype

Smile and Focus:
One of the easiest rules to remember when interacting with anyone is simply to smile. There is nothing more engaging than smiling throughout your call with a friendly expression.
Also important is to make direct eye contact. When you scan the room or look away from the camera, you might appear untrustworthy or indifferent. The person with whom you are speaking deserves your full attention so make sure to stay focused and friendly.

Choose your Colors Wisely:
Certain colors like many shades of blue - royal, navy, sky blue - look great on video while others like reds and hot colors like magenta can be too bright. Patterns like small dots or stripes can be less attractive than solids so think about a color to wear that is easy on the eye and a pattern that won't be distracting to your viewer.

Hair and Make-Up:
The all-new Skype's high-quality video technology means you'll need to take extra care with how you look.
You'll want to use some hair product that will keep flyaways tamed and you may want to style your hair so it is off your face and won't require constant adjusting. Make-up, too, is important. Remember, higher quality video means much more detail is going to be visible on screen.

Background Check:
While you are the focus of the call and the video, remember that there will be background material that the viewer will see. Think about how your web cam is set up and what can be detected behind you. Are you in sitting so that a blank wall is behind you or is there a cluttered bookshelf or large painting behind you?

Lighting:
Check to be sure you have enough lighting that doesn't create shadows or throw too harsh a look into your screen.

Script:
Sometimes it is easier to have a few notes written down about what you'd like to talk about or topics that you want to discuss during your call. It's easy that way to scan your notes without losing direct contact with your caller or having long silences during your interaction. Also, keep an index card or notebook as well as a pen handy so you can jot down thoughts for additional comments you'd like to add during the conversation.