8 Tips to Help You Prepare For a Skype Interview

Recently, traditional in-person interviews have been in a decline as more employers begin to gravitate toward Skype as an interviewing tool. It's not difficult to see why: Skype provides a convenient and cost effective way for hiring managers to have an initial conversation with a candidate.

While Skype may still be unfamiliar for many job seekers, it is a great way to interact with employers and show how you will fit within the organization.

However, unlike a traditional interview, preparing for Skype interviews are a whole new ballpark! Follow these eight tips to ensure you have all your Skype bases covered before your next interview:

Tip #1.   Don't Make Excuses

If you're asked to do an interview over Skype, agree! **This is your first interview question.** If you respond "I don't have Skype" or "I don't have a very good internet connection" you've already made a negative first impression.

If you're serious about this job, figure out a way to make it work! Downloading a Skype account is quick, simple and free.

Tip #2.   Make Sure Your Username is Professional

Whether you're signing up for an account right before an interview or you have a pre-existing one, make sure your username is appropriate. **PRO TIP:** Take the safe route: use your name.

Tip #3.   Do a Trial Run

Even if you're familiar with Skype, run through your settings to make sure everything is functioning properly to avoid any mishaps or glitches during the interview.

- **Set up Your Camera**

  When setting up your webcam, make sure you are positioned in the center of the screen. You'll want to sit farther from your screen than usual, with your computer slightly elevated so the camera captures you face-on.

  REMEMBER: When interviewing, look directly into the webcam, not the screen or the video of yourself at the bottom!

- **Test Your Microphone**
  Once you've adjusted the audio settings on your computer, call a friend to ensure they can hear you clearly (and vice versa)!

Tip #4.   Pay Attention to Your Surroundings
Wherever you decide to station yourself for the interview, make sure it sends a positive message.

- **Check the Lighting**
  Find a well-lit area – steer away from dark basements and avoid sitting directly in front of a window!

- **Prepare the Room**
  Try to position yourself in an area with a clean, natural background. Sit at a desk or table, if possible (you'll look more professional!) and minimize clutter around you.

Tip #5.   Practice, Practice, Practice!
Don't be afraid to call a few friends or family members to give you feedback! Treat these practice sessions like the real deal! Have your space set up and wear your interview outfit – it will help you get into the interviewing mindset.

Tip #6.   Dress the Part
Speaking of interview outfits, make sure you treat this interview like an in-person interview! Skype interviews do not mean you get to dress up on top and go casual from the waist down – wear whatever you would typically wear to an in-person interview.

Tip #7.   Exit Out of All Other Computer Programs
Make sure to exit out of all other programs on your computer the day of – you don't want notifications pinging in the background or an ad to suddenly pop up mid-interview.

Tip #8.   Eliminate Interruptions
Make sure to stow away any pets, phones and other disruptions. If you have roommates, let them know about your Skype interview in advance so they steer clear.

Overall, the most important tip to remember is to **treat this interview like an in-person interview**. Dress up. Smile. Give cues you're listening. Follow up with a "thank you" email afterwards. Remember: although Skype is simple to use, it still requires preparation beforehand. Review JobSpot's eight Skype Preparation tips before your next interview and you'll be good to go!