

TOP TIPS FOR SKYPE INTERVIEWS



PREPARE

A Skype interview is just as important as a face to face interview in person, first impressions count so ensure you prepare for a Skype interview to the same extent you would a normal interview

DRESS CODE

Ensure you are smartly presented in work attire. Not only will this make you look professional but it will also put you in a good mindset for interview

BE PROFESSIONAL

Think about your Skype Username, ensure this is professional and clearly states your name

INTERRUPTIONS

Ensure your phone is on silent, turn off notifications on your computer so there are no distractions. If you are in a building with others, ensure they are aware you are taking part in an interview

TECHNICAL

Check your Skype audio and video are working by carrying out a test video call. If there are any technical glitches during the interview, remain calm, professional and friendly while you resolve

LOCATION

Ensure you are in a quiet location with good lighting and a neutral background. Avoid public places where possible to ensure control of the setting

HEADSET

Using a headset allows you to hear more clearly and reduces any external noises and distractions that the interviewer will be able to hear

BODY LANGUAGE

Maintain eye contact throughout, look directly at the webcam and not the screen. Smile, nod and give feedback to the interviewer. Be alert and enthusiastic. Don't look down or appear distracted

DOWNLOAD
SKYPE TO
YOUR DEVICE



CREATE A
FREE
ACCOUNT



SIGN
IN TO
SKYPE