



Tips for Skype Mock Interviews

Skype Mock Interview Resource Sheet

Employers are using Skype, and or video software, as a way to screen candidates or conduct the first round interview. There are some similarities between Skype interviews and phone interviews; however, candidates need to be more aware of the visual surroundings during a Skype interview.

Below are a few tips to keep in mind when preparing for a Skype interview.

- Just like preparation for a phone or face-to-face job interview, practice with a friend, colleague, or CREW counselor, to be sure you are ready on all fronts. Test the technology prior to the interview to ensure the volume is appropriate and no cords are unplugged.

During the interview

- Dress as though you were going to a face-to-face interview. Choose attire that is appropriate for the type of position for which you are interviewing.
- Neutral colors are best on camera. Avoid busy patterns.
- Choose a suitable background for your interview. Pay attention to the warmth and depth of the background. For example, an appealing background adds more depth than a blank white wall. Be sure the background is free of clutter and looks professional.
- Choose a location where the lighting is good or add a lamp to illuminate yourself. For example, if your location is in a sunny room, it is best that you face the window for the best results.
- Silence your home and cell phones as well as email alerts and other noises coming from your computer that might be heard by the interviewer or be a distraction to you.
- Clear the room of people and any distractions. Place a note on the door indicating "Interview in progress, please do not disturb," to eliminate the risk of someone walking in on you.
- Remember to look at the camera on your laptop or computer, and not at yourself.

Helpful hint: Move the box with your picture closer to the camera on your computer. Then you will be looking directly at the interviewer.