SKYPE INTERVIEW TIPS

DO:

- Look at the **camera,** not the screen
- Test-calling with a friend in advance
- Familiarize yourself with Skype prior to your interview
- Take steps to eliminate potential noise
- Have a professional Skype name
- Be aware of time zones
- Record your Skype interview (must download compatible app.) to review and critique yourself later
- The first three buttons of your shirt should be visible, or else you risk looking like a floating head
- Use an Ethernet cord (if available) versus wireless
- Completely dress professionally. (Don't wear pajama bottoms!)
- Have a backup plan (whether it is phone or another computer) in case your computer doesn't work.
- Turn off your pop-ups and email. They slow down your computer a bit and they may distract you from the interview
- Know Skype's features. One that may be useful: For example, you can share your screen with the interviewer which allows you to showcase your original graphic designs or your in-progress app or something else.
- Before you start the interview, ask the candidate whether they can see and hear you properly - some candidates may be nervous about bringing up an issue.
- Treat this as a normal interview
- Do your research on the company prior. It's okay to have notes in front of you, but you should be familiar with the information.

DON'T:

- Don't have bright lights behind you, it will only make your face look darker.
- Don't have any distractions or something that could make noise in the room during the interview.
- Don't wear patterns or the color white.
- A plain white wall will make you look like you're in a police lineup, so angle your knees to the corner of your computer screen, and then turn your head slightly back to look at the camera. Sit tall in your chair, but not too close to the camera
- Have an inappropriate profile picture
- Follow up via Skype. Stick to the traditional thank you note