

How to ace a Skype interview



Online job interviews have become the norm, with more than 70% of companies conducting them regularly. Here's how to ace your next one.

1. Perfect your profile pic

Make sure your Skype profile photo is appropriate.



- Use a hi-res, well-lit photo
- Dress professionally
- Use a solid-colored, light background



- Leave your profile photo blank
- Use an icon instead of a photo
- Use a selfie or group shot

2. Upgrade your tech

A poor connection can ruin your prospects.



Make sure you have enough bandwidth



Download the latest software updates



Use a wired connection or locate as close to your router as possible



Use a hi-res camera and a reliable headset or speaker

3. Prepare for the call

Thorough prep is essential to a successful online job interview.



- Find a clean and quiet venue
- Use a simple, light-colored background
- Position the light source in front of you



- Make a test call to check your equipment one day before
- Adjust your webcam to frame your face
- Check your privacy settings to make sure you can receive the interviewer's call
- Close any programs not needed for the interview



- Print a copy of your resume, and have a file ready to IM or screen share
- Place a sticky note with your talking points beside your webcam
- Practice answering interview questions on camera

4. Hone your nonverbal skills

Your body language and tone of voice help convey meaning in addition to the words you say.



Do

- Dress the part
- Speak clearly and with a positive tone
- Look at the camera, not the screen
- Nod your head to show understanding



Don't

- Frown or furrow your brow
- Talk too loudly or softly into the microphone
- Slouch or lean backward
- Position yourself too far or too close to the camera

5. End on a positive note

The end of the interview is a chance to leave a lasting impression.



State your interest in the position



Thank the interviewer for his or her time



Ask if there is anything else you can provide, like references or work samples



Send a personalized thank you email or letter



Ask about next steps in the process and when to follow up

Sources: Futurestep Executive Survey 2015; Sandbox Advisors, *Crack Your Video Interview*, 2016; Maxie McCoy, *How to have an unforgettable Skype interview*, 2016