

# Skype & Phone

## Interview Tips



### Skype

#### Look at the camera, not the screen.

Eye contact is key in both Skype and in-person interviews. If you look at the image of the person, it will look like you're not keeping eye contact. Likewise, if you find yourself looking at your own image, hide it if possible by shrinking it or covering it with a sticky-note.

#### Put light on face, not behind you.

Be aware of the light in the room so your face is not covered in a shadow.

#### Dress the part.

Treat the interview as if it were an in-person interview. Sweatpants and a t-shirt are probably not the best idea.

#### Choose a quiet and professional environment.

Noise and random objects in the background can be distracting to both you and the interviewer. Find a quiet spot with a simple background for the video call. **Be sure to utilize Career Services' Skype room!**

#### Practice with a friend first.

Practice makes perfect. The more you practice, the more comfortable you will be for the actual interview.

#### Research the company and have questions for them.

The employer wants to know that you've done your work. Be sure to check out their website, study the job description, and create a list of questions that you could ask them at the end of the interview.

#### Don't be afraid to address technical issues.

Video calls are often interrupted by glitches and weak connects. If this happens, ask the employer to repeat the question or explain the situation. You can always ask them to restart the call if necessary.

#### Follow up with a Thank You note.



### Phone

#### Choose a quiet and professional environment.

Noise can be distracting to both you and the interviewer, so your dorm room probably isn't the best place to go. Find a quiet spot in an office, library, classroom, or **Career Services' Skype room.**

#### Have easy access to your resume.

The employer will probably ask you about the experiences you've listed on your resume. Having it in front of you will help you recall your experiences much more quickly.

#### Have easy access to your Interview Worksheet.

#### Answer the phone with your name.

Starting the conversation with your name lets the employer know that you were expecting their call. It also lets them know they've reached the right person right off the bat.

#### Have the company's website pulled up.

#### Smile/facial expressions.

Smiling when you speak helps bring energy and excitement to your voice. Enthusiasm is key – you want the employer to know that you're excited about the opportunity.

#### Use a landline phone if possible.

Cell phones can often be disconnected depending on your reception and location. Landlines are always more reliable.

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#### Follow up with a Thank You note.



**Stop in the Career Services office today to sign up for a mock interview (in-person, phone, or Skype).**