Top 10 tips for Skype and video interviews

1. When preparing for the interview, choose your location carefully. Use a private room and put a “Do Not Disturb – Interview in Progress” sign on the door.
2. Sitting at a desk or table, rather than in an armchair or on the bed, will help you feel more professional as you will be sitting up straight.
3. Make sure that the interviewer is not going to be distracted by anything in the background – posters, unmade bed, piles of unwashed laundry, etc.
4. Ask a friend to Skype you before the interview to check that everything is working, that the background is clear and that any notes are out of view of the camera.
5. Turn off any other programmes running on your computer – you don’t want to be distracted by an email suddenly popping up while you are speaking.
6. Dress smartly as you would for a normal interview as this will make you feel more confident.
7. Look at the camera so it looks like you are talking directly to the employer and smile!
8. Make sure the webcam aligns on your face and shoulders. Sit up straight with a good posture rather than slouching.
9. Speak clearly into the microphone. Avoid speaking at the same time as other people as this can make it difficult to hear what is being said, so you must to allow people to finish speaking to avoid missing information.
10. Make sure that you have a phone number and/or email for your interviewer, so that you can contact them in the case of any technical problems.