

# 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