

**Best Practices for Skype Interview**

**1. Look at the camera, not the screen**

* While tempting to watch yourself or your interviewer during a Skype session, looking directly at the video camera is the only way to maintain direct eye contact with your interviewer.
* If your image is distracting during the interview, you could tape a small piece of paper over it, so it isn’t in your line of vision.

**2. Attire**

* Lighter colors will always work best with Skype. Avoid tight patterns if possible.

**3. Prepare your surroundings**

* Pick a quiet place to interview without an elaborate backdrop so that you can be the focal point on the screen.
* Remove anything distracting behind you and keep it neutral. Avoid messy desks, bookcases, or artwork. Your best background is a wall with nothing on it.
* Try to have light on your face whenever possible, and avoid sitting in front of bright window or monitor.
* Be sure to give the camera on your device a quick wipe with a soft cloth.

**4. Practice**

* Doing a run through interview with a friend or a member of the media relations team beforehand is helpful because your first few Skype calls are likely to feel awkward, especially if you have to retrain yourself to watch the camera and not the screen.
* Play around with everything beforehand so that when it's interview time, you can shine without being distracted by the program. Check the lighting and background of where you’ll be sitting and check the audio and camera settings.

**5. Close other programs on your computer**

* Before your interview, make sure all other windows on your computer are closed (especially if they make noise). Having other apps/pages running can also affect connectivity and latency

**6. Notes**

* Don't be afraid to help yourself with post-it notes when you interview. A benefit of having a Skype interview is that you can have a cheat sheet in front of you so that you don't have to memorize everything you want to mention. Be certain notes are clear and easily read by you so that you use them as quick reminders, not a script.

**7. Avoid interruptions**

* If you are interviewing in a house with multiple people or pets, be sure to let everyone in the house know ahead of time that you will be in an interview while securing any children/animals away from your interview space.

**8. Body language**

* Not all physical cues translate from in-person interviews to Skype interviews, which make the ones that do even more important. Be sure to have good posture and relax your shoulders to avoid stiffness.

**9. Technical**

* Good bandwidth is important. Strong wireless signal works, but if possible an Ethernet connection to the internet is preferred for video conferencing.
* Be sure you have the latest version of Skype.
* Earpods will always work best. To avoid dangling wire, tuck it behind ear and run down your back if you have room.

**10. Relax!**