

Skype Online Interviewing

More and more companies are opting for virtual interviews by phone, conference call, or videoconference rather than face to face interviews. Skype interviews are similar, yet different, than face to face interviews but must be taken just as seriously as traditional interviews. Below are a few steps to guide you with the process of interviewing through Skype.

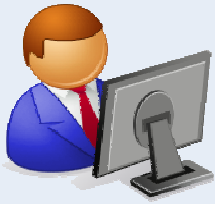
- Find a quiet space for your interview free of disturbances. If you have children, have someone watch them so you are not interrupted during the interview. Keep your cell phone on silent. If in a location other than your home, put a “do not disturb” sign on the door.
- If you are using a designated site, arrive at the videoconference site early to allow time to get comfortable with the equipment and ensure everything is working properly.
- Practice speaking slowly and clearly in a well modulated voice. Avoid excessive movements and look straight into the monitor to make eye contact with your interviewer. With an interview like this, there will be a delay in receiving the audio and video.
- Appearance matters here just as much as in traditional interviews. Dress professionally and avoid bright colors and glittery jewelry. Use correct posture when sitting during the interview.
- You will be asked the same questions as in a face-to-face interview. Knowing information about the company and being prepared for questions is important in order to stand out. Be yourself, concentrate on the facts, and give clear examples.
- End your interview with a smile and ensure that all your videoconference equipment is turned off before making any comments or gestures. And like in any other interview, send a thank you note!

**Skype is a program that allows you to connect via video calls. To download Skype, go to www.skype.com and follow the directions.*



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Four Tips for Video Interview Preparation

NACE Spotlight for Career Services Professionals

Now that video technology is no longer location-specific, laptops come with built-in webcams, and Internet-based video services offer free options, video interviewing is becoming a convenient and cost-effective alternative to the traditional in-person interview.

There are format-specific elements interviewees need to understand and consider as they prepare for a video interview. Following are some recommendations for students to follow in preparation for video interviews:

1. **Know the technology and be comfortable with it**—Students shouldn't sign up for a video interview until they're comfortable with the process. They should know what they can and can't do with the audio and video controls, what their image looks like, and where to look once the interview begins. Being adept with the technology gives students credibility as professionals.
2. **Consider image and the interview environment**—Students should dress professionally as a video interview *is* an interview. Is the background of the interview area consistent with the image the student wants to portray to recruiters? The student should remove or silence all distractions, such as cell phone ringers, e-mail alerts, and music.
3. **Test all settings and connections beforehand**—Students should make sure the settings are optimized and all connections are working prior to the interview to avoid any issues during the interview.
4. **Be prepared for a system hiccup**—Students should have a Plan B ready in case the technology fails during a video interview. For example, a student participating in a video interview should have his or her cell phone ready to use in case the connection is unacceptable or drops. Being prepared in such a manner and making a smooth transition to another method in light of unexpected problems can impress an employer.



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