Skype interviews are becoming pretty common. Make sure you are Skype ready when the time comes.

The following are our best eight tips for your upcoming interview.

1. Make yourself Skype savvy before your Skype job interview
Many companies around the world use Skype to connect with clients, employees, and suppliers, so it’s important that you show you are a competent Skype user.

2. Be prepared for your Skype interview
This is as real an interview as any other interview. However, video interviewers often feel a bit foreign for the candidate who has never done this type of interview, which is why you should practice your Skype interview before the real thing. This way you’ll be comfortable using the Skype software and you’ll also look comfortable because you’ve practiced for the camera.

3. Make sure you have good lighting
This is one of the most important things you can do for your interview. A couple of halogen lamps will often be enough but keep adding lightening until you are as clear as if you were sitting across the table from the hiring manager.

4. Dress like you would dress to go to an interview
One of the most common mistakes made it to not give the interview on Skype the same attention to detail you would give an in person interview. Therefore, no tank tops, no T-shirts, no yoga pants or sweat pants, and no jeans. And don’t think that looking good on the top is all you need to worry about, because you just might have to stand up for something.

5. Make eye contact
Look into your webcam not the little picture on your monitor. Try to maintain the same type of eye contact you would in a person-to-person interview. Try to relax, smile, and remember to blink. Try to avoid any nervous habits you might have.

6. Make sure the environment is quiet
This is a job interview so no kids playing or screaming in the background, no television noise, and no music. You should also not hold your interview in a Starbucks. You must also make sure there will be no interruptions throughout the interview.

7. Have your CV in front of you
That way when the interviewer refers to something on your CV you’ll have it right there to glance at. It’s hard to memorize all the details on your resume.

8. Make sure the environment is neat and tidy
You should also make sure the walls aren’t covered with posters. Remember, first impressions are powerful.
With good Skype interview etiquette, you are much more likely to make the short list. One last thing – if you are using a wireless connection make sure it’s a strong one so your connection doesn’t get dropped in the middle of your interview. That could be disastrous.


To start Skype

If it's your first time opening Skype:

Open Skype on your computer.
That means double-clicking this icon on your desktop or choosing it from the Windows > Start menu. Having trouble? Launch it from here. This will open a start-up screen.

Click Don't have a Skype Name?
This opens a Create account window.

Type in your name, then create a Skype username (called a Skype Name) and a password.
- Pick ones you can remember so you can sign in next time.
- Follow the directions from there and click Sign in.

If you've opened Skype before:

Open Skype from your desktop or Windows > Start menu.

In the start-up screen, click in the box under Skype Name and type it in. Then do the same for your password.
(If you forget your password, click the Forgot your password? link and follow the directions from there.)

This will sign you in to Skype, ready for you to use.

Remember to add people to your list of Skype contacts before the planned Skype conversation.