

Skype Interview Checklist

Help yourself look good on Skype by running through our Skype Interview Checklist before your next big media interview. We run you through all the little details that you may not be thinking about – no doubt because you're busy rehearsing your talking points.

Good luck out there!
Hodges

Environment

Test different locations and check on your set-up and lighting on screen.

Turn off chimes, bells, ringers or any other notification that may pop-up during your interview. This goes for your computer, phone and the room you're sitting in.

Lock your door to your interview space, if applicable.

- If you can't, put a sign on the outside of the door to let others know what you're doing so they can keep sound down.

Set-up a background or backdrop. If appropriate, use this as an opportunity to get your company logo in the background.

- At the very least, make sure your space is tidy and clean.

Technology

Launch and run Skype to confirm your credentials and that the software works.

Place a sticker next to your computer's camera to help keep your eyes focused on the interviewer.

Test out your connection, camera and microphone.

For a more stable connection, hard-wire your connection through an Ethernet cord.

Delegate a day-of assistant who can help troubleshoot IT the day of your interview.

Look

Avoid wearing white, black, patterns or a color that may blend into your background (one of the best colors to wear on camera is blue.)

Locate a pair of discreet, wire headphones just in case you can't hear your interviewer.

Practice your delivery as if you were talking to a friend in front of you – and don't forget to smile.

Position your computer and the camera in a way that's comfortable for you. If it helps, elevate your screen so you're not craning your neck looking down.

Message

Practice your talking points, and don't use your screen as a cheat sheet.