

Skype Interview Tips



More and more companies are utilising technology and using Skype to carry out the first interview with candidates especially if the candidate isn't local. As they are relatively new not everyone is familiar with them but they give you a chance to connect in a more meaningful way with your interviewer than a standard phone interview.

Beforehand:

- Try not to arrange your interview in a lunch break or while you are looking after a child, give it the time and respect it deserves.
- Set up your laptop or tablet somewhere comfortable but also clean and professional, a dining room table tends to be ideal. Make sure there isn't too much clutter in the background to distract the interviewer.
- Do a trial run with a friend or family to ensure you are familiar with how Skype works. Use a professional Skype username.
- Make sure you know the company, any clients or stakeholders they deal with and the industries they operate in.
- Study the job description in detail and think of specific examples of what makes you suitable for this job.
- Utilise the company website in order to give you an overview and check their social media pages for company news and updates.
- Jot down some of your key skills and weakness. Think about how you would answer questions for each.
- If you're nervous or have never had a Skype interview before arrange a practice run through with your recruitment consultant.

The interview itself:

- Have your Skype area pre-set up before the arranged time, ensuring you have full battery and signal.
- Make sure you have the notes you made during your preparation and your CV to hand so you don't have to run out of shot to refer to them.
- Think about the questions you are being asked before answering ensuring that you answer clearly in order for everything to be understood – when people are nervous they start to talk fast so take a deep breath and think about your answer before replying.
- Do not interrupt the interviewer, wait for them to finish before responding.
- Have a pen and paper handy for note taking.
- Finish the call by thanking the interviewer for their time and, if they haven't already told you, ask what the next steps of the process are.

Follow up:

- Send an email or a LinkedIn message, if you are connected to the interviewer, thanking them for their time again and reiterating how keen you are on the job and the company. Try and keep it specific to the conversation you had and avoid a generic message. If you haven't got the interviewer's details get in contact with your recruitment consultant to let them know how it went.

If you have any further questions or would like to set up a practice Skype interview get in touch: 02920 220078 yolkrecruitment.com