



# VIDEO/SKYPE

## INTERVIEWING TIPS

Your next interview may not be face to face.  
You might be selling yourself via webcam  
instead!

According to a recent NACE survey,

55

percent of employers have used  
video interviewing as a college  
recruiting tool.

To get started, remember *preparation is key*  
for ANY kind of interview.

General tips include:

- Research the company.
- Practice sample questions.
- Have a list of questions to ask.
- Dress professionally.
- Send a thank you note.

# SPECIFIC TIPS FOR AN ONLINE INTERVIEW

1. Choose a well-lit and quiet location with no distractions or background noise. Make sure you are in front of a plain solid background wall and don't sit in front of a window. Avoid harsh lights.
2. Can't find a quiet space to conduct your interview? Contact CCU Career Services at 843-349-2341 to reserve a space in our center in LJSU A-203.
3. Choose the device you're most comfortable using: computer, tablet, or smartphone. Test your equipment well in advance. On the day of the interview, make sure the battery is at full power and the camera lens is clean.
4. Check your internet connection and make sure you have enough bandwidth for video streaming. Be sure to double check your connection an hour before the interview to ensure everything is working. Have a backup plan just in case!
5. Position your camera so that it is level with your head or angled just slightly downward (you don't want the camera looking up your nose). The camera should be far enough away that it captures you from the waist up.
6. Now that you're ready, do a test interview! Ask a friend to help you practice your interview using the technology you've just set up. You can also schedule a practice interview with Career Services.

## THE DAY OF THE INTERVIEW



On the day of the interview, dress in your *complete* interview outfit. **DO NOT** just dress from the waist up! You may need to stand up during the interview, and you don't want to be wearing pajama bottoms. In addition, make sure your clothing doesn't blend in with your background.

Turn off all your apps prior to your interview. You don't want distracting noises during the interview.



When the connection between you and the interviewer opens, look directly at the camera, not the screen, so that you're making good eye contact. Use positive body language. Smile and nod when appropriate. Keep your hands off your face. Speak in a conversational tone.

Pause briefly—about three seconds—after each question before you respond so that you don't talk over the interviewer. Nod at the interviewer to show you've heard the question.



Use your notes if you need them, but remember that this is a conversation between you and the interviewer. Avoid looking down at your notes as much as possible.

Once the interview is finished, thank the recruiter for the interview. Then, be sure the connection is closed before you do anything else. Don't forget to email your thank you note to the person who conducted the interview.

*Courtesy of the National Association of Colleges and Employers and the Coastal Carolina University Career Services Center.*