



Skype Interview Best Practices

UCAN: UChicago Communications & Networking
UChicagoGRAD



**What makes a
Skype Interview
different from an in-
person interview?**



**Is a Skype interview
more like an in-
person or a phone
interview?**



Why Prep for “VI”?

- 10% in 2010
- 42% in 2012
- 60% in 2013

Sources: WSJ (2010/2012); Forbes (2013)



Agenda:

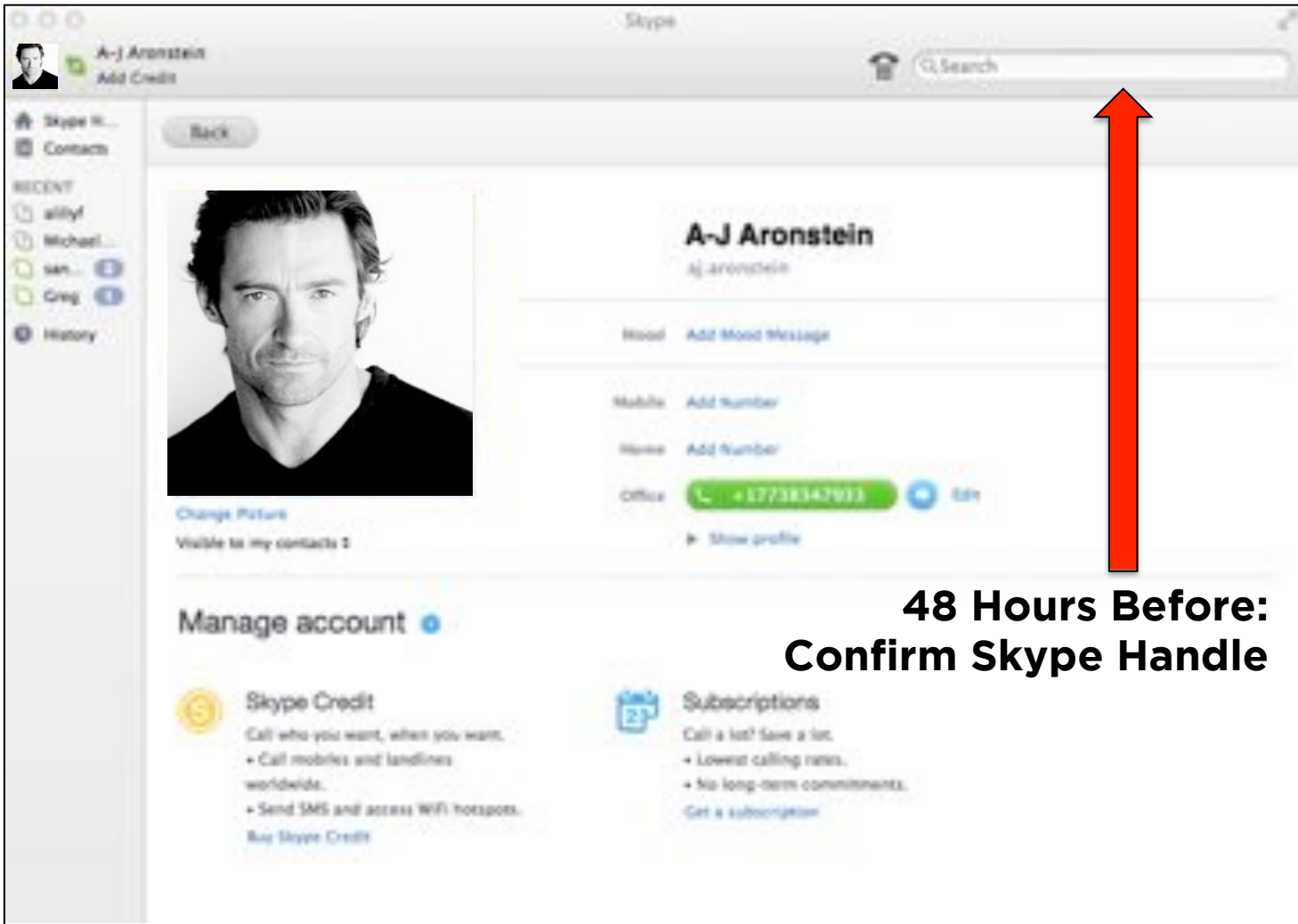
- **Infrastructure**
- **Prep**
- **Interview Tips**



I: Infrastructure



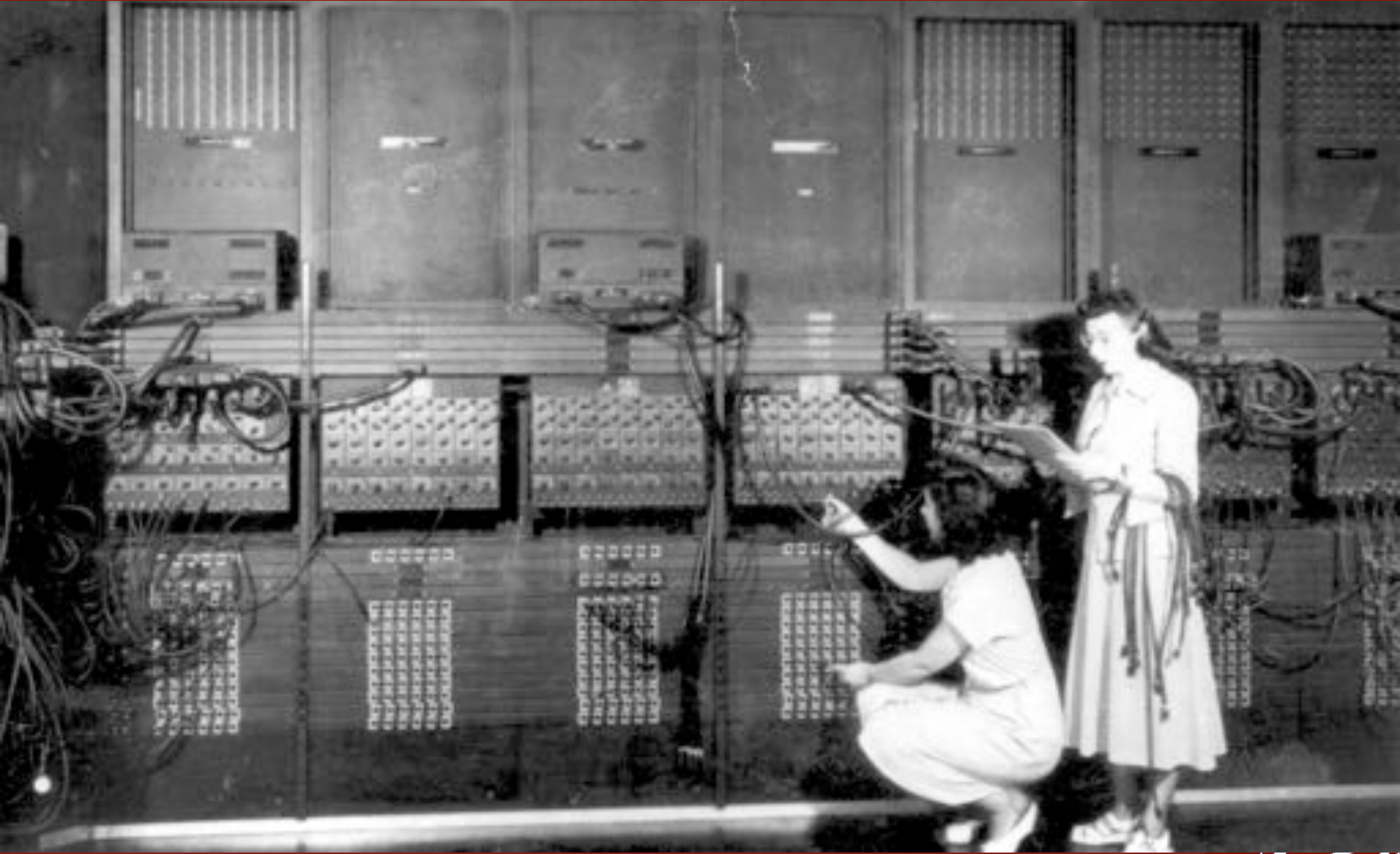
Profile Upkeep



**48 Hours Before:
Confirm Skype Handle**



“Can you hear me now?”



“Can you hear me now?”

- Use a hardwired connection if possible
- Rent a microphone (or make sure that your space has great acoustics)
- Find the right volume on your speakers (headphones are not ideal)
- Make sure you’ve used the equipment
- Always have a second device



What Kind of Space?



Background...



grad.uchicago.edu

UCHICAGOGRAD



Background...

- Everyone always says **“find a bookcase”**
- Keep things **simple** but **not bland**
 - Don't distract the viewer
 - e.g. Table with a flower vase off to the side
 - Bookshelf: varied patterns/empty space
 - Art posters on a blank wall
- What to **avoid**
 - Busy, Blank, Bright (or reflective)



Accessorize Appropriately



James T. Kirk

4029 West Main Street | Des Moines, IA 28917-1398 | elcapitan@federation.flit.us

EDUCATION

M.A. Starfleet Academy (San Francisco, CA): Pilot, minor field in Poetry

Thesis: "John Donne's Beguiling Lyric, also Photon Torpedoes"

Advisor: Admiral Pike

B.A. University of Iowa (Iowa City): Physics and Creative Writing

Advisor: Lorrie Moore

Work Experience

U.S.S. Enterprise

2265 - Present

Captain

- Leads large and diverse crew of ~1,000 in high pressure, team-centric environment
- Goes, boldly, where no man has gone before
- Manages multiple budget databases, tracking expenditures/revenues in nonprofit context
- Writes daily 500 word entries in official Starfleet journal

- Post-it notes above the screen (with bullets about job)
- Copies of Resume/CV
- Notebook/pen
- Water
- **Avoid clutter and too many notes.**



Look the (Whole) Part

WOMEN

- Navy/Dark Gray Suit
- Solid (light) color blouse
- Easy on the Jewels

MEN

- Navy/Dark Gray Suit
- Very clean facial hair
- Comfortable shoes
- Strong, simple tie

EVERYONE

- **FIT, NOT \$\$\$\$.**
- Haircut
- Wear it on Skype
- Ask for honesty



Questions so far?



II: The Interview



Prep

- In the **Week(s)** before:
 - Do **homework**
 - **Record** yourself
 - ...in front of a **mirror**
 - **Use Skype**
 - Develop **questions**
 - Know:
 - Strengths
 - Weaknesses
 - Elevator Pitch
 - Why us?
 - Reserve/See Space

- **24 hours** before:
 - Confirm space
 - Get sleep
 - Suit up
 - Review notes
 - Read something else the morning of...
- **60 mins** before:
 - Confirm via email
 - Log in 5 mins early



Jobs Get in at the Eyes



Jobs Get in at the...camera

“Eyes up”

Regardless of
the number of
interviewers

Orient Yourself

Check to make
sure you're
smiling



Skype Etiquette



- **DO** close all programs
- **DO** use your hands
- **DO** sit with feet flat
- **DO** pause

- **DON'T** cross arms
- **DON'T** hunch over
- **DON'T** shout



Answer Formulation

- Elements of strong answers:
 - **Brevity**—two sentences instead of three
 - Articulating personal **stakes** of the question
 - Remain **positive and focused on strengths**
 - Narrative examples that produce **results**
 - **Slow Down. Slow Way Down.**
- Indicators of confidence:
 - Rephrasing a question to **clarify**
 - Tying answers to **previous** questions or comments
 - Taking a moment to **think** about an answer





**Oh #&@(*#
I can't hear a
thing and the
image is
garbled.**



**Relax. It will probably
happen.**

Nip it in the bud.

**Have that second device
and contact information.**

Practice Makes Perfect

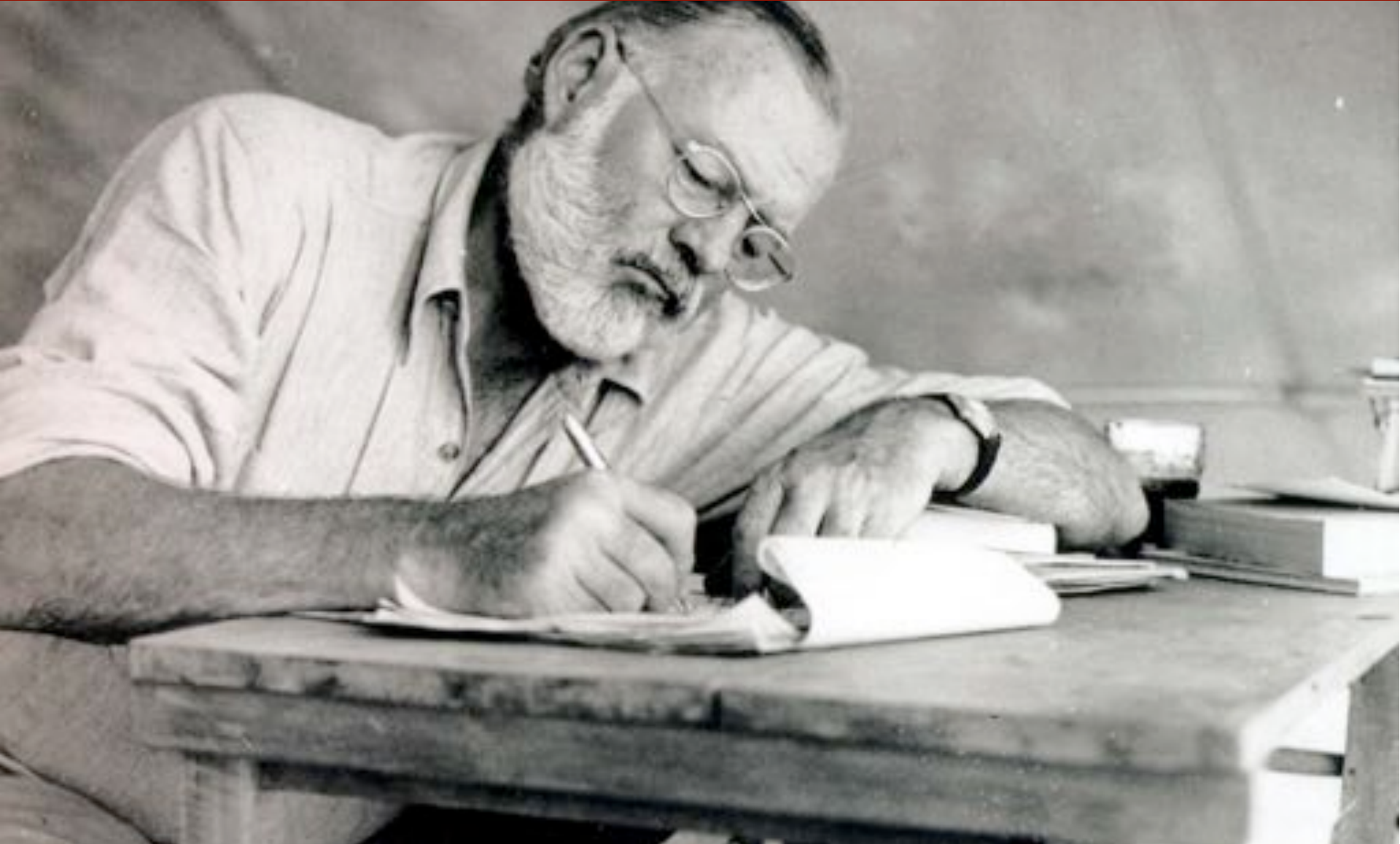


Practice Makes Perfect

- Game Time Situations
 - Use the room/tech setup
 - Wear the outfit that you plan to wear
 - Use materials that you'll have in front of you
 - Start with basic questions
 - Practice technical difficulties



Follow-Up



Questions?
aj@uchicago.edu

