

The Skype's the limit – a simple five-point plan for attending on-line interviews

Many of us use Skype on a regular basis – or other similar platforms – to communicate with friends or family. But have you thought what it might be like to be interviewed this way?

More and more employers are going down this route as a way of saving travelling and management time – and the general view is that interviewing this way enables enough personal interaction to match anything which might come from a face to face interview.

The reality is, it is here to stay and will actually become more popular in the months and years ahead. So the message is – get prepared.

Below are a few pointers which our specialists here at Pace think might just help you when you get the word that a prospective employer wants to interview this way.

1. Be Positive

Take the same approach to a Skype interview as you would to a more 'traditional' kind of interview. This is the opportunity you have been trying to secure – a chance to change your employment status – a chance to change your situation, whatever your motivation.

Be as positive about it as you would be about a face to face interview in person. Your personality will come through on a Skype interview in exactly the same way as it would in a face to face interview; and body language is every bit as important – be natural, and be true to yourself, don't try to 'perform' for the camera.

2. Be Prepared

Do exactly the same research as you would do for any other interview – use the internet to do your research on the company who is interviewing you, talk to any contacts you may have, read any information which is available.

Re-read your CV and any other information you may have submitted or information which the interviewer might be able to find out about you – for example from your Linked In profile. Think about what questions the interviewer might ask you and be prepared.

Prepare your questions for the interviewer in exactly the same way you would if you were meeting your interviewer in person – the opportunity for you on Skype is exactly the same, it is only the platform of the interview which is different.

3. Prepare your interview venue

This is where it gets different. You need to ensure that where you are going to be interviewed appears as professional as it can be to your potential employer. Make sure you have clear walls behind you if you can, that the environment is clean and free from clutter, that there is not a telephone nearby which might ring during the interview – or a pet which might jump on your lap!

Most of all make sure that if there is anybody else in your house/office that they understand you are not to be interrupted under any circumstances.

Another couple of notes you might find helpful – don't sit with your back to a window because the person at the other end might not be able to see you properly. Dress appropriately to the interview – if you would wear a suit for a face to face interview, wear a suit for this too.

Remember in all of this – the facts remain the same – you only get one chance to make a first impression.

4. Test Your Technology

Don't leave anything to chance - make sure your computer is working correctly, has plenty of battery in it/is plugged in – and most of all ensure that your Skype account and any links you need are working perfectly in advance of the interview starting.

Being late for a Skype interview is as unprofessional as being late for an in person interview.

5. Make a great impression

If you follow the simple points above, you will be giving yourself an opportunity to make a great impression, and the second interview which is where you want to get to will certainly be a more traditional face to face meeting.

There is nothing to be frightened of in attending a Skype interview – there are just some different preparations.

If you would like more information about how Pace Resourcing can help and support you, please get in touch enquiries@paceresourcing.co.uk 0161 641 7423 or via our website www.paceresourcing.co.uk