



Royal Roads
UNIVERSITY

Telephone and Skype Interviews

These days it's not a guarantee that your job interview will be in person. Here are some tips for carrying out job interviews over telephone, Skype or another video-conferencing platform.

Tips for Telephone Interviews

- Keep a copy of your application, a pen and notepad handy
- Make a list of your USPs (Unique Selling Points) - what do you want to make sure you mention about yourself?
- Have a glass of water on hand
- Smile as you speak, this can be "heard" and helps you come across as friendly and approachable
- Set yourself in a professional position ie. sitting up straight at a desk or table, rather than lounging on a bed
- Speak clearly and not too fast

Tips for Skype Interviews

For Skype interviews, some of the same tips for telephone interviews apply, additionally, because people can see you:

- Dress like you would for a face-to-face interview
- Practice: record yourself to see how you appear on camera
- Be aware of your surroundings (do they look professional?)
- Make sure the lighting highlights you and does not put you in darkness
- Look at the camera, not down at the desk or table. (Tip: It helps to position the image of your Skype partner just underneath where your camera is on your computer, so it looks like you are looking at your camera when you are looking at the other person.)
- Keep in mind that a video interview is a "real" interview, just like when you interview in an office