



Top Skype interview tips.....

Professionalism rules – don't fall into the trap of being too conversational just because the interview is conducted via Skype.

- Set up a specific Skype account for your interview purposes with a business-appropriate user name and profile picture.
- Just as you would for a traditional interview, ensure interruptions are minimised by shutting your office door or booking a conference room if you work in an open plan.
- Consider logging out of your email for the duration of the interview so you're not distracted by pop-ups.

Check technical requirements ahead of time – it's important to be familiar with the technology and make sure everything's working.

Be aware of time zones – triple check the time zones to ensure an appointment that works for both parties and you're not left red-faced by standing them up.

Record your interview – use Skype to its fullest by recording the interview, a feature that allows you to revisit the meeting.

- There's not a direct 'record' button for you to click, but there are several plugins that are compatible with Skype which record video and audio. You can then share the interview with relevant stakeholders and revisit standout candidates.