Tips for a Successful Webcam Interview

BEFORE YOUR INTERVIEW:

Be aware of your surroundings
- Keep it clean! Your background will be visible to the interviewer
- Minimize background noise
- Plain white walls can drown you out. Try to sit at a desk or table to provide a more professional feel
- Aim lighting towards your face. Coming from behind can make it a silhouette
- Consider booking the Career Center’s interview room for a quiet and professional atmosphere

Be prepared!
- Have resume, cover letter, and other applicable documents ready in a folder
- Research the employer and be ready to answer questions you’d expect in a face-to-face interview
- Dress as if the interview was in-person. Avoid patterns and the color white, as they tend to be seen before your face

Check your Skype set up and username
- Make sure it is a professional name. Often, it is simplest to just use your first and last name
- If the image of yourself in the corner distracts you, change settings to remove it

Practice at least once
- Do a dry run with a friend. Dress and prepare as if it were the interview
- Check your background, appearance and lighting on screen, as well as the quality of sound when speaking
- Practice a few answers to get the feel of speaking professionally via video
- Contact the Career Center to schedule a mock interview to get more feedback and experience

Prepare your computer
- Close all other applications to limit the risk of disruptions to the interview
- Keep your laptop plugged in and keep a cell phone (on silent) nearby just in case
- Use the fastest internet connection possible to avoid lags and disruptions

DURING YOUR INTERVIEW:

Be conscious of how you sit and respond
- Place the computer on a table in front of you. Don’t sit too close and ensure your shoulders are in the image as well as your head. Angle yourself slightly. This will give a more conversational feel
- Propping the computer up slightly will avoid the appearance that you are looking down to respond.
- Speak slowly and carefully. Wait a few seconds to respond to account for lag time in the video feed. This will also give you time to collect your thoughts!

Make eye contact
- Look at your interviewer when he/she is speaking, but look directly into your camera when responding. Do your best to keep your eyes from wandering around the screen

Be upfront with any issues or concerns
- Interviewers tend to be very understanding when using technology to interview, so let them know if any problems arise