



# Master your Skype interview: 10 essential steps

## Part II

**N**ow, it's time to get you totally ready to ace a Skype interview. In Part II of the series, I'll talk about the five remaining essential tips. These final tips should enhance your ability to create a positive impression from a distance. So, let's get started.

- Remember to smile. "A smile is the universal welcome," said Max Eastman, American writer. "Your smile will give you a positive countenance that will make people feel comfortable around you," said Les Brown, motivational speaker, author, former television host and former politician. Those two quotes go a long

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way in speaking to why you should present a pleasant, confident and sincere smile throughout the interview. Smiling also helps you keep energy in your voice. Cheryl Palmer, career coach and owner of Call to Careers, a career coaching service, reports, "Smiling is the best way to break the ice and develop rapport with your interviewer." Debbie Swanson, a Forbes contributor said, "Of course, it's difficult to smile sitting alone in a room. Just before the call, loosen up by smiling before a mirror, or call a friend who never fails to make you laugh." If you're someone who finds

it difficult to smile, practice, practice and practice. Perhaps a motivational quote posted where you can view it during the interview will help.

- Consider your body language. A vital form of the communication process often overlooked in general is nonverbal communication. When we interact with others, we continuously send and receive a myriad of wordless cues. These messages can generate trust, interest and credibility, or they can produce distrust, disinterest and confusion. With that being said, during a Skype interview, sit up straight, lean forward a bit and maintain eye contact, which all go a long way in helping to show interest and can actively engage the interviewer. Make sure you use gestures appropriately to project a natural communication style. The interviewer should be able to see your upper body so your gestures will be visible. So work out a comfortable picture of yourself in the camera's view when you're practicing.

- Rehearse. As I mentioned in tip two, prepare, prepare, prepare. Begin your rehearsal practice by talking to the camera versus looking at the monitor, which is so tempting. You want to come across as natural as possible. When you keep your eyes on the camera, this will allow the interviewer to feel you are talking directly to him. I also encourage you to schedule a mock interview with a friend or relative to test the process.

This will provide you with the opportunity to make sure your camera and audio are working properly, and you'll have a chance to work out any potential problems. Also consider providing the person who will be conducting the mock interview with a list of sample interview questions. This will help to make the situation more realistic.

- Address technical issues ASAP. Keep in mind Murphy's Law: "Anything that can go wrong will go wrong." Should you experience technical issues, remain calm and professional, and inform the interviewer of any problems as quickly as possible. Then ask for suggestions as to how you should proceed. You may need to end the call and redial.

- Follow up. Send a thank you note just as you would following an in-person interview. Express your appreciation for the interviewer's time, reinforce your enthusiasm for the position/company, highlight your key selling points and mention information that was not addressed but relevant. Generally, two to three paragraphs should be sufficient. Be sure to proof and send within 24-48 hours.

The bottom line is to treat the Skype interview as you would an in-person one. Be prepared, practice and give it your best.

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