1. Prepare
   a. Research the company and the interviewer using websites and LinkedIn.
   b. Prepare responses for common interview questions.
   c. Write a list of questions you would like to ask; some should focus on the organization interviewing you.
   d. Keep notes on your desk, out of view of the webcam.

2. Practice
   a. Test all components of your technology by practicing with a friend.
   b. Make sure your Skype username and profile are professional.

3. Eliminate Distractions
   a. Find a quiet place.
   b. Close all other programs on your computer.
   c. Silence your phone!

4. Consider your space
   a. Think about what is behind you – keep it professional.
   b. Eliminate clutter, but avoid blank walls as well.
   c. Don’t sit in front of a window or other light source; it will make your face look dark.
   d. Sit an arm’s length from the camera.

5. Pay attention to nonverbal communication
   a. Eye contact is essential, but awkward, on video conferences.
      i. Look at the camera to make eye contact!
         ii. Don’t look at the other person’s image or your own image.
   b. Greet the interviewer with a digital handshake, i.e. a slow, confident nod as you lean slightly forward.
   c. Dress appropriately – if you decide to wear sweatpants, be sure the webcam is off before you stand up.
   d. Relax and don’t fidget.
   e. Smile!

6. Address technical issues
   a. If sound or video issues arise during the interview, politely recognize them and attempt to fix them.
   b. Have a back-up plan available; phones are a good substitute.

7. Special considerations for phone interviews
   a. Smile – others can hear when you are smiling.
   b. Stay focused.