



Skype Interview Template

Tools

Free tools: Skype, iMovie, Windows Movie Maker and Dropbox.

Paid recording tools: Skype Call Recorder (Mac - \$29.95), Pamela for Skype (PC - \$25)

Before

- **Test the audio:** plug your mic or headset in
- **Test video:** face into the light to minimise shadows and avoid fluoro lights (or else everything flickers)
- Test that your **call recorder** is working properly
- **Visuals:** avoid wearing stripes (you'll go blurry)
- Place your laptop or webcam at head-level (you want to avoid looking down into the camera)
- **Turn off your phone** and let people know not to disturb you
- **Prepare your questions** and get any props like a book ready

During

- Check the guest is comfortable and answer any final questions before you start recording.
- **HIT RECORD**
- Introduce your guest, and away you go!
- **Reminder:** Don't make noises (like u-huh, yeah) while the other person is talking. Use silent gestures like nodding.
- Thank them for being involved

After

- Save a copy to Dropbox and you can start editing in Screenflow, iMovie or Window Movie Maker.
- Let the guest know when the interview is published.