



There are many different types of job interviews. Be sure to inquire about which type(s) to expect so you can best prepare!



One-on-One Interviews

- This is the most common type of interview, with one applicant being interviewed by one person. The interviewer will ask you questions and you will have an opportunity towards the end of the interview to ask questions about the job and organization.



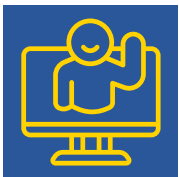
Group Interviews

- In a group interview, there are two or more candidates in the same room interviewing for the same position. There may be one or more people conducting the interview. The employer may be observing how you interact with others on a team. (Do you work well with others? Can you lead as well as listen?)
- At times, you may be the first one to respond to an interview question. If you are the last to respond however, you do not want to just reiterate what others have said. Your response should be personal and unique so that it stands out from the others.



Committee or Panel Interviews

- In a committee interview, there are a group of people conducting the interview. While this can be an intimidating experience, just remember that it is not all that different from a traditional on-on-one interview.
- Interviewers will typically take turns asking you questions. You can address most of your response to the person asking you the questions, but you should also shift your eye contact to the other interviewers in the room.



Virtual Interviews

- It is increasingly more common for interviews to be conducted virtually, through an online audio and web conferencing platform.
- **Asynchronous** - These interviews are also known as one-way interviews, where you'll receive a link to a software platform to conduct the asynchronous interview through your computer or cell phone. You'll see the questions on your device, and you'll record your responses and submit them to the employer.
- **Synchronous** - You're probably more familiar with this style of virtual experience if you've ever taken a live, virtual class. These are live, face-to-face interviews, usually through a video conferencing platform.

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Second Round

If you make it past the initial interview, it is common to have a second round interview, usually at the company's offices. These on-site interviews can take up half or an entire day. You may have a series of interviews with different executives, a meal with some team members, and a tour of the offices. Second round interviews are a good indicator that the company is highly interested in you!



Tips on Preparing for Virtual Interviews

- **Practice** - Practicing is key, but don't memorize your responses. We recommend using Big Interview (see below for details) for help practicing.
- **Test your technology** - This includes testing your device's audio and video capabilities ahead of time to ensure things will go smoothly.
- **Dress for success** - Professionalism and your appearance matters. Download the Dress for an Interview handout for more details: (career.uci.edu/quick-tip-library)
- **Minimize distractions** - Silence notifications and put instant messaging platforms on do not disturb.
- **Consider an virtual background** - Select an appropriate background or blur your background. If your device doesn't have that capability, clean up the space that will be visible on camera.
- **Check your username** - This is important, especially if you're borrowing someone else's account or device.
- **Eye contact with camera** - Be mindful of where your device's camera is and make eye contact there periodically throughout the interview.
- **Be flexible** - Most of us have experience with things happening outside of our control in a virtual environment, so if something unexpected happens, try to go with the flow and not get upset.
- **Use mute button, if needed** - Audio or video mute is helpful for things like distracting background noises, an oncoming sneeze, or if an unexpected visitor pops into the screen.
- **Have notes nearby** - It can be helpful to have notes about the company or your resume on your computer screen, but don't rely too much on those, as you can appear distracted.
- **Keep cell phone nearby (and silent)** - If your (or the employer's) technology goes down, it's helpful to have their phone number handy in case you need to call them to finish the interview.
- **Smile** - It's natural to be nervous, but a smile goes a long way! Remember, they are already interested in you - this is your chance to shine and get to know them better too.



For additional help, try:

CAREER SPOTS (CAREER.UCI.EDU/CAREERSPOTS)

Quick, informative videos on a variety of topics, including career readiness, internships, and career advice.

BIG INTERVIEW (UCI.BIGINTERVIEW.COM)

An online mock interview platform that combines training and practice to help you improve your interview technique and build your confidence.

MOCK INTERVIEW

Schedule an appointment with us through Handshake to receive feedback on customized practice interviews.