

Types of Interviews



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

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

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

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.



Meal

You may be interviewed while eating lunch or possibly dinner. Even though the environment may seem less formal, you are still being interviewed, so do not let your interview guard down! See suggestions in our "Dining Etiquette" Quick Tip handout for specific table etiquette rules.

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!



See reverse side for phone interview techniques!

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Phone Interviews



PROCEDURE

1. **A representative of the organization will contact you** in advance to set up a time.
2. **There may be more than one person who will interview with you.** At the beginning of the interview, listen carefully to the names of your interviewers and write them down. Be sure to use their names when you can.
3. **They will ask you mostly open-ended questions.** Make sure to describe your past experiences as they relate to this job.
4. **Important traits** that you should display:
 - Good communication skills
 - Knowledge of the company and position
 - Ability to think on your feet
 - Enthusiasm
 - Leadership skills

TIPS FOR SUCCESS AFTER THE INTERVIEW

1. After the interview, **write down the questions you were asked and evaluate your responses.**
2. **Write thank you notes** to those involved in the interview.



TIPS FOR SUCCESS DURING THE INTERVIEW

1. **Make sure your phone is reliable.** Hands-free is the best.
2. **Be alone and in a quiet place.**
3. **Make notes** ahead of time about important points you want to make and have your resume handy.
4. **Act like it is an in-person interview:** dress the part, sit up straight, use gestures, consider your vocal cues, smile (it will come through in your voice), and express confidence. If you need to think before answering, let them know.
5. **Be prepared with questions to ask** that demonstrate your knowledge of and interest in the organization. Design the questions to get information you can't get from other sources.
6. **At the end of the interview, be sure to summarize your skills and qualifications** and restate your interest in the job.
7. **Ask what the next steps are** and be sure to ask for contact information.

Advantages

- ✓ You can have notes in front of you to serve as a reminder of important talking points. **DO NOT** write out your answers! They might sound scripted.
- ✓ You can be in a comfortable location.

Disadvantages

- × You cannot see the interviewer's body language or facial expressions.
- × If English is a second language for you or the interviewers, you may find it difficult to understand each other over the phone.

For additional help, try:

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