



There are many different types of job interviews.



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 company.

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's not all that different from a traditional one-on-one interview. Interviewers will typically take turns asking you question. 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.

Group

In a group interview, there are two or more candidates in the 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 last to respond, however, you don't want to just reiterate what others have said. Your response should be personal and unique so that it stands out from the others.

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 don't 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!

Phone

See reverse side for phone interview techniques.

Phone Interviews

Phone Interview Techniques

Procedure

1. A representative of the organization will call you in advance to set up a time.
2. There may be more than one person who will interview 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 & 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 best.
2. Be alone & 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's a real interview: dress the part, sit up straight, use gestures, consider your vocal cues, smile (it will come through in your voice), 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

1. 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.
2. You can be in a comfortable location.

Disadvantages

1. You can't see the interviewer's body language or facial expressions.
2. If English is a second language for you or the interviewers, you may find it hard to understand each other even more over the phone.