

# *Types of Interviews*

## **Panel/Board Interviews**

Candidates are interviewed by two or more individuals. This process is commonly used by governments and large organizations. It is important to maintain eye contact with the person asking the question and give an answer with an example to support it. Always acknowledge the other interviewers' presence by making eye contact while answering rotating questions. Direct your attention at the beginning and end of your response to the person who asked you that question. The questions asked in the interview are often set out in advance. The board may already have decided which answers they will accept/prefer for the questions. Ignore note-taking by board members. Obtain employers' names prior to the interview and use them during the conversation.

## **One-On-One Interviews**

Candidates are interviewed by one person. These interviews tend to be more informal, however, it always depends on the employer's style. The interviewer will often have a series of prepared questions, but may have some flexibility in their choices. It is important to maintain eye contact with the person interviewing you.

## **Impromptu Interviews**

This interview commonly occurs when employers are approached directly and tends to be very informal and unstructured. Applicants should be prepared at all times for on-the-spot interviews, especially in situations such as a job fair or a cold call. It is an ideal time for employers to ask the candidate some basic questions to determine whether he/she may be interested in formally interviewing the candidate.

## **Second Interviews or Follow-Up Interviews**

Employers invite those applicants they are seriously considering as an employee following a screening or initial interview. These interviews are generally conducted by middle or senior management, together or separately. Applicants can expect more in-depth questions, and the employer will be expecting a greater level of preparation on the part of the candidate. Applicants should continue to research the employer following the first interview, and be prepared to use any information gained through the previous interview to their advantage.

## **Dinner Interviews**

The interviews may be structured, informal, or socially situated, such as in a restaurant. Don't be the only

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one at the table to order an alcoholic drink, and if you have an alcoholic drink, stop at one. Decide what to eat quickly, some interviewers will ask you to order first (don't appear indecisive). Avoid potentially messy foods, such as spaghetti. Be prepared for the conversation to abruptly change from 'friendly chat' to direct interview questions, however, don't underestimate the value of casual discussion, some employers place a great value on it.

### **Telephone Interviews**

Have a copy of your resume and any points you want to remember to say nearby. If you are on your home telephone, make sure that all roommates or family members are aware of the interview (avoids loud stereos, etc.). Speak a bit slower than usual. It is crucial that you convey your enthusiasm verbally, since the interviewer cannot see your face. If there are pauses, don't worry, the interviewer is likely just making some notes.

### **Group Interviews**

Employers bringing several candidates together in a group situation to solve a problem are testing your ability to work in a team environment. They want to know how you will present information to other people, offer suggestions, relate to other ideas, and work to solve a problem. In short, they are testing your interpersonal skills. It is difficult to prepare for this type of interview except to remember what is being tested and to use the skills you have to be the best team player and/or leader you can be. Some employers will take you to meet the staff who would be your co-workers if hired. This is a very casual type of interview, but leaving a positive and friendly impression is no less critical.