

## Different Types of Interviews

While most people think of an interview taking place face-to-face, there are often times where there will be a phone or video interview beforehand. Typically, these types of interviews are initial screenings of applicants before the full round of in-person interviews take place. Just like a face-to-face interview, there is still plenty of preparation.

### Phone Interview

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Here are some important things to remember when you have a phone interview:

- Answer the phone in a pleasant, professional manner.
- Confirm that you have a good connection and the interviewer can hear you clearly.
- Be sure to be in a quiet place that does not allow for the chance of outside distractions.
  - o Most phone interviews will have a set start time, so always get to the spot you will be talking before it begins.
  - o Do not use the speakerphone function.
- Avoid using chewing gum, eating, drinking, or smoking during your interview.
- Be enthusiastic – smile while you talk. This will come across to the interviewer.
- Your voice projects better while you stand up and walk around. If you are able to walk around in your quiet setting, try to do so.

Materials to have by your side during a phone interview:

- Copy of resume, transcript, and references.
- Any correspondence you have had with the company thus far. This could include an email or pamphlet.
- Computer with company website pulled up.
- Company research you have completed.
- Paper/pens/pencils for taking notes.
- Personal calendar in case you need to schedule another interview.

At the end of the phone call, the interviewer will usually explain what you can expect to happen next. Be sure to have the interviewer's name and information before you hang up. Always thank them for their time and wish them a good day. Also, always send a thank you note – refer to the phone interview (and one or two items from the interview) to reiterate your interest in the position.

## **Video Interview**

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While phone interviews are still common, video interviews are starting to become the standard. Video interviews are a cost efficient, effective way of interviewing over long distances. Generally, all of the same rules apply from a phone interview, but there are a few differences.

### *Prepare for Video Interview*

- Typically, the interviewer (or HR department) will send you an email confirming the interview time and day.
- At this time, they will inform you of the program that they will be using for the interview. Often, this is Skype, but it could also be a third-party program.
  - o If it is Skype, be sure to review your username. If it is something that may not come across as professional, change it or create a separate account specifically for interviews.
- Test and check the hardware (webcam, microphone, etc.) that you will be using.
- Check the room lighting to make sure you are easily visible in the camera.

### *Interview Day*

- Dress just like you would for an in-person interview (unless told otherwise). Dress from head-to-toe in your interview attire (not just from the waist up). Also, be sure to appropriately groomed (shower, haircut, jewelry, etc.).
- Close out all nonessential programs on your computer.
- Keep a notepad handy for any notes that you may need to write down.
- Look directly into the camera when speaking (instead of the computer screen/interviewer).
- Be sure the area around your computer is clean, professional, and free of clutter.

## **Social Interview**

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Social interviews are a common tool that companies use to see how you act in an informal setting. Do not mistake this as an opportunity to let your guard down – you are still being evaluated. Often these interviews will take place over a meal or other similar social gathering (networking event, convention, etc.). The purpose for this type of setting is to see if you fit the culture of their existing team. They are looking at your etiquette, interaction skills, manners, and how you act outside your comfort zone. Here are various types of social interviews:

### *Meals*

- Order conservatively. Try not to order anything that requires you to use your fingers or hands.

- Be polite to the restaurant staff. Use good table manners. Wait until everyone has received their meal before you begin eating.
- If alcoholic drinks are involved (only if members of the company do so first), order no more than two.
- Thank everyone present from the company for the meal.

### *Ride Along*

- A ride along is more common for outside sales positions. They are wanting to show you your potential area and/or location of their products.
- Be sure to be courteous and take notes along the way.
- If the driver needs assistance throughout the day, be sure to help out.
- Ask questions.

### *Plant or Facility Tour*

- Introduce yourself to people throughout the tour and let them know why you are there.
- Show interest in each person's specific job.
- Ask questions.

## **Panel Interview**

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A panel interview consists of two or more interviewers. A company will often choose to conduct a panel interview because it cuts down on the number of interviews they have to conduct and it allows them to see how the interviewee will perform under pressure.

Be sure to greet each member of the team (try to write down their names if possible). When answering questions, gradually shift your eye contact to each member of the panel and return to the questioner to finish your response.

When leaving, be sure to collect a business card from each panel member. That way, you can send each of them a follow-up letter.

## **Presentation**

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In this format, you will be asked to make a presentation to members of the company. You will be judged on your interpersonal skills, presentation abilities, and ability to generate interest in your presentation topic.

Most companies will provide a clear set of instructions or guidelines on your topic. They will also usually provide a set of limitations (time allowed, number of slides, etc.). If they do not, be sure to ask before you begin your preparation.