INTERVIEW TYPES

In addition to traditional in-person interviews, you will likely experience phone, web conferencing, video, panel, group, and dining situations throughout the interview process.

Phone, Web Conference, or Video Interview

Employers often utilize phone screens to determine if the applicant meets the minimum requirements and is genuinely interested in the opportunity. Phone interviews are a cost effective way to meet several candidates in a short period of time. The majority of phone interviews are 15-45 minutes in length and include approximately 10-15 questions. The following strategies will help you have a more confident approach during the phone and/or web conference interview.

Phone Interview Strategies

- Schedule the interview for a quiet time and eliminate any background noise.
- Utilize a landline when possible to avoid cell phone connection issues and dropped calls.
- Dress professionally to help you avoid being too casual in your approach.
- The power and tone of your voice are essential. Therefore, stand up while speaking and smile when discussing your accomplishments.
- Demonstrate effective communication skills. Avoid fillers and awkward pauses; ask the employer to repeat or to rephrase challenging questions to allow additional time.

Web Conference or Video Interview Strategies

- Most common platforms utilized are Skype and GoToMeeting.
- Expect a panel of interviewers with your image being broadcasted on a projector-sized screen.
- Avoid wireless connection if possible and test the quality of your webcam prior to the interview.
- Dress professionally.
- No pets in the room because they can become a distraction.
- Look into the camera to simulate eye contact with the interviewer(s). Avoid tendency to focus on the computer screen. You may or may not be able to see every interviewer in the room.
- Utilize a clean, neutral space to eliminate distracting objects located on the wall or behind you.

One-Way Video Interview

More and more companies are turning to video interviews to allow more job seekers and employers to connect earlier in the hiring process. Employers create a series of interview questions, and candidates record their time responses remotely. The advanced video technology then vets verbal and nonverbal communication skills and the quality of candidates’ recorded interview responses so employers can more easily determine who will move to the next round. Prepare for these interviews and apply best practices the same way you would for in-person or other interview types, in addition to the strategies below.

Strategies

- Practice and time responses by audio or video recording to see how you look on video or what you sound like. Use Perfect Interview, a simulated interview experience available to Comets, to gauge your responses. Some one-way video interview tools will immediately move on to the next question once time runs out.
• Be cautious in wearing eyeglasses as these can have reflective glares which can negatively impact your interview.
• Listen to interview questions carefully and be sure to answer each part of the question asked.
• Put a small picture of a person next to the webcam as a friendly reminder to look into the camera.
• Smile and let your personality shine!

Panel or Group Interview
Panel and group interviews allow for more than one interview to take place at the same time, where “panel” means the candidate will meet with multiple interviewers, and “group” refers to situations with multiple candidates. Group interviews allow employers to see how you interact with others and work in a team.

Strategies
• Engage all members of the audience. Your ability to communicate with everyone in the room is one of the skills being reviewed.
• Get to know your fellow interviewees in the waiting room. Be friendly and play it cool. Employers might be paying attention to how you interact with others—a great way to test your people skills!
• Include the other candidates in the conversation during group interviews, making eye contact with everyone—another great way to demonstrate your confidence and ability to work with others. Do NOT dominate the conversation.
• Listen to the other candidates’ responses and remember—regardless of their experiences and skills—you are still the best candidate. Pay attention to the conversation, and do NOT let their responses make you fade into the background.

Lunch or Dinner Interview
Lunch and dinner interviews offer unique engagements outside of the office and should not be mistaken for informal events. The same level of preparation applies as in all other forms of interviewing. Recruiters and interviewers request these interviews to get to know candidates better, see how they multi-task during interviews and determine basic social skills.

Strategies
• Approach the lunch interview with the same level of professionalism as in formal interviews.
• Base your ordering decision according to what your interviewer orders. Do not order the most expensive meal, nor is it appropriate to order beer, wine or other alcoholic beverages.
• If the event provides alcoholic beverages, limit yourself to 2 drinks. Another option is to quietly refrain from alcohol consumption.
• Be decisive with your order, as this is something to which the interviewer will pay close attention.
• Food choice is important—do not order messy, smelly or high-maintenance dishes that will distract you from your interview.
• Remember your manners and brush up on table etiquette—do not talk with your mouth full, eat with your mouth open, or rest your elbows on the table. When finished with your meal, be sure to place your fork and knife together in the four o’clock position of your plate and fold your napkin next to your plate.
• Be courteous and friendly with the restaurant staff, even if they mess up your order. Your interviewer is also paying attention to how you interact with others.