



Learn about different types of settings for job interview, and how to prepare for them.

What you will learn

At the core of the lesson

You will learn how to:

- Distinguish between three types of job interviews
- Prepare for each of type of job interview

Key terms

- Job interviews
- Telephone interview
- Face-to-face interview
- Lunch or dinner interview



Interview settings

Use of different interview settings

- The job application process typically consists of multiple steps.
- Companies use different interview settings (or combinations of different interview settings) during various steps of the interview process.

Interview setting: Telephone

The telephone interview

- Companies often begin the interview process with a telephone interview.
- This interview tends to be 30–60 minutes.
- It's focused on helping you understand the role, and it enables you to briefly share your relevant skills and experiences with the interviewer.

Interview setting: Telephone, continued

Preparing for the telephone interview

- Be prepared for the call.
 - Confirm the date, time, and name of the interviewer.
- Answer the call yourself.
 - If you miss the call, call the interviewer as soon as possible, apologize, and reschedule.
- Listen carefully.
 - Don't interrupt the interviewer.
- Give short answers.
 - Focus on the question.
- Follow up after the interview.
 - Thank the interviewer.

Interview setting: Face-to-face

The face-to-face interview

- After the telephone interview, candidates might be selected for a face-to-face interview.
- The face-to-face interview is typically longer than the phone interview.
 - It might be as long as a full day, depending on the role.
- This interview is intended to provide a deeper understanding of the role and the people you will likely work with.
- It also gives the employer a better understanding of you and your skills.

Face-to-face interviews might also take place over the phone or by video conference. Regardless of the format, these interviews are typically the second interview. They are intended to be a deeper evaluation of the fit for both you and the employer.

Interview setting: Face-to-face, continued

Preparing for the face-to-face interview (1 of 2)

- Research the company.
 - Prepare your own questions.
- Research your interviewer.
 - Prepare a question about the career or projects of your interviewer.
- Study the job description.
 - Know what the company is looking for in the role.
- Practice your responses to standard interview questions.

Interview setting: Face-to-face, continued

Preparing for the face-to-face interview (2 of 2)

- Prepare responses for questions about personal interests, technical topics, and the company.
- Dress professionally and be well groomed.
- Be on time.
 - Don't be too early, and never be late!
- Smile!
- Follow up with a thank-you email message.

Interview setting: Lunch or dinner

The lunch or dinner interview

- A lunch or dinner interview might take the place of the face-to-face interview, or it could also follow the face-to-face interview.
- The goal of this interview is similar to the goal of the face-to-face interview.
 - It enables you to learn more about the company.
 - It also enables the company to learn more about you and your skills.
- A lunch or dinner interview often takes place with one or more people that you would be working with.
 - It gives you a chance to meet and talk with potential future coworkers.

Interview settings: Lunch or dinner, continued

Preparing for the lunch or dinner interview (1 of 2)

- Be on time.
 - Don't be too early, and never be late!
- Dress professionally.
 - Even when the setting is informal, dress professionally. It's still a job interview.
- Turn off your cell phone.
- Mind your table manners.
 - You need to stay focused, so avoid alcohol.

Interview settings: Lunch or dinner, continued

Preparing for the lunch or dinner interview (2 of 2)

- Be polite.
- Engage in conversation.
 - Listen actively.
 - Ask questions.
 - Divide your attention among all the interviewers who are present.
- Follow up with a thank-you email message.