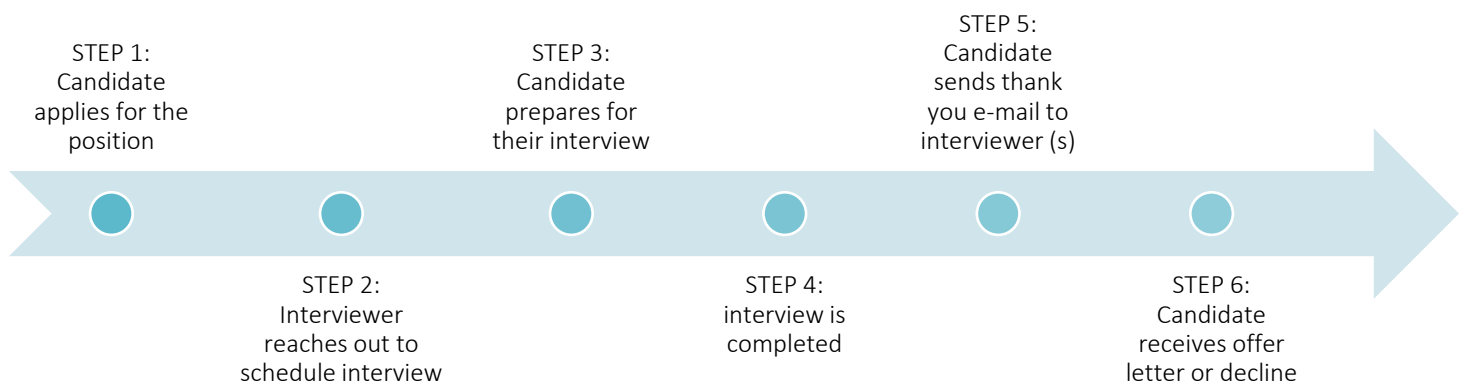


THE INTERVIEW

TYPES OF INTERVIEWS AND HOW TO PREPARE

THE INTERVIEW PROCESS

Below is a diagram of a typical interview process and expected timeline.



MOST COMMON TYPES OF INTERVIEWS

- Telephone Screening
- Skills Competency Test
- Traditional One-On-One
- Panel
- Video Conference

LESS COMMON TYPES OF INTERVIEWS

- Lunch
- Applicant Group
- Peer Group
- Work Sample

RESOURCES

'Types of Interviews' – Drexel University
<https://drexel.edu/scdc/professional-pointers/interviewing/>

'Types of Interviews' – Minnesota State University

https://www.mnsu.edu/university-life/career-development-center/student-and-alumni-career-resources/jobs-and-internships/Interviewing/interview_and_question_types/

'18 Tips for Succeeding During Your Zoom Interview' – Indeed Editorial Team

<https://www.indeed.com/career-advice/interviewing/zoom-interview>

TELEPHONE SCREENING

WHAT IS IT	<ul style="list-style-type: none"> → This is a common first step to the interview process where an interviewer will set a specific date and time to complete a screening over the phone with a candidate. → The interviewer will be either a member of the Human Resources department or a manager or supervisor depending on the position.
PURPOSE	→ The purpose of a telephone screening is to assess whether the candidate's qualifications match the position, if their expected salary can be accommodated, and if the candidate should be asked to come in for an in-person interview for further evaluation.
BENEFITS	→ This type of interview takes less time and resources than an in-person interview, therefore allows the organization to interview many candidates quickly.
HOW TO PREPARE	<ul style="list-style-type: none"> → Be ready to take the call 15 minutes prior to scheduled start time. → Find a quiet place with no distractions where you will not be interrupted. → Have a pen and paper ready to take notes during the call.
TIPS	<ul style="list-style-type: none"> → Have your resume handy in case the interviewer asks you questions. → Smile while answering questions so that your responses come across more positive.

TRADITIONAL ONE-ON-ONE INTERVIEW

WHAT IS IT	<ul style="list-style-type: none"> → The Interviewer will set a date and time for the candidate to come to the office and complete a one-on-one, in-person interview. → The interviewer will be a manager or supervisor for the position.
BENEFITS	→ This type of interview allows the interviewer to get to know the candidate better and ask more specific questions related to the position.
TIPS	<ul style="list-style-type: none"> → Bring a copy of your resume and a pen and paper to take notes. → Be sure your cell phone is on silent and stored away or avoid bringing it altogether. → Use a positive, confident tone of voice. → Sit up straight with your feet planted on the ground in front of you. → Maintain good eye contact with the interviewer. → Remember the interviewer's name and use it when addressing them.

PANEL INTERVIEW

WHAT IS IT	<ul style="list-style-type: none"> → The Interviewer will set a date and time for the candidate to come to the office and complete an interview with 3 or more interviewers. → The interviewers will be a mix of managers, supervisors, and colleagues for the position in which the candidate is applying.
BENEFITS	<ul style="list-style-type: none"> → Panel interviews allow multiple interviewers with different perspectives on the position to ask questions they feel are pertinent in assessing a candidate for the position.
TIPS	<ul style="list-style-type: none"> → Bring at least 7 copies of your resume to the interview so you have enough copies for all of the interviewers plus a few spare copies. → Use a positive, confident tone of voice. → Interact with each individual interviewer at least once during the interview. → Focus on the interviewer asking questions and make eye contact with them when answering their question. → Make an effort to remember all the interviewer's names and use them. → Ask for business cards from everyone on the panel so that you can thank them individually for taking the time to consider your application for the position.

COMPARISON

TELEPHONE SCREENING	ONE-ON-ONE INTERVIEW	PANEL INTERVIEW
Short conversation to pre-screen candidates.	More in-depth questions and analysis of skills.	Comprehensive, long-lasting interview with broad range of questions.
Interviewer is a human resources member with the company.	Interviewer is the hiring manager or supervisor.	Three or more interviewers consisting of supervisor and other managers.
Not done by all companies.	Most common type of interview.	Not all companies use this method.

RESOURCES ON INTERVIEWS

'6 Interview Types You Must Know as a Candidate' – Undercover Recruiter

<https://theundercoverrecruiter.com/6-interview-types-you-must-know-candidate/>

'Types of Interviews' – Minnesota State

<https://careerwise.minnstate.edu/jobs/interviewtypes.html>

HOW TO PREPARE FOR AN INTERVIEW

Preparing ahead of time increases your likelihood of success!

RESEARCH THE COMPANY	→ What projects are they working on? What programs do they currently have in place? Who is their target market? What other organizations do they work with?
STUDY THE JOB DESCRIPTION CAREFULLY	→ It is important to know the role and responsibilities of the position you are applying for so you can properly highlight how your previous education and experience make you a competitive candidate.
UNDERSTAND THE MINIMUM QUALIFICATIONS	→ Do you meet the minimum qualifications? → If you do not, and you still get an interview, explain how your other experience makes up for what you do not have.
PRACTICE QUESTIONS	→ Learn and understand the different types of interview questions and their purpose. → Practice answering sample questions beforehand.
DRESS PROFESSIONALLY	→ Blazer, button up shirt, slacks, knee-length skirt or dress, closed-toed shoes, and simple jewelry and accessories, nothing flashy. → Do not wear dresses or skirts that are too short, revealing neck lines, open-toed shoes, or clothing with holes or stains.
BE KIND AND PROFESSIONAL	→ Be kind and professional to everyone you interact with in the organization: the doorman, the security guard, the receptionist, etc.
ARRIVE EARLY	→ Always arrive about <i>10 minutes</i> early. → If you do arrive early to an interview, find a place to sit and go over your notes. → Do not show up exactly at the interview time or late, because this will make the interviewer think you have poor time management skills and are unprepared.

RESOURCES

‘Suit Yourself: How to Dress for a Job Interview’ – University of Southern California with YouTube

<https://www.youtube.com/watch?app=desktop&v=h8b3sVksh2Q>

‘What to Wear for a Zoom Interview and How to Prepare’ – Indeed Editorial Team

<https://www.indeed.com/career-advice/interviewing/zoom-interview#:~:text=Wear%20professional%20attire,see%20what%20people%20are%20wearing>

QUESTIONS TO ASK AT THE END OF THE INTERVIEW

WHY IS THIS IMPORTANT?

- Preparing questions ahead of time shows the interviewer that you took the time to research the position and their organization and that you are interested in learning more.
- Asking the right questions will also allow you to learn important information about the organization, the role, and may even determine whether you accept the offer or not.

WHAT TO DO FIRST

- Before asking your questions, ask the interviewer if you have sufficiently answered all of their questions or if they would like additional details on anything you have discussed.

HOW TO FIND THE RIGHT QUESTIONS

- Use the research you have already done on the organization and the job description to help narrow down your questions specific to each individual position in which you are applying for.

BEST PRACTICES

- It is wise to have at least 5 questions prepared ahead of time. Often one or more of the questions will be answered earlier in the interview, therefore it is helpful to have multiple questions prepared.

EXAMPLES

- What will the first three weeks be like? Will there be training?
- What kinds of projects would I be working on during the first six months?
- How would you describe the management style of this team/overall organization?
- Who do you think would be an ideal candidate for this position?
- How is performance for this position measured and reviewed?
- How would you describe the company's culture?
- What do you like most about working for this company?
- What have past employees done to be successful in this role?
- If you were to hire me, what might I expect in a typical day?
- What kinds of staff development opportunities are available for this position?

RESOURCES ON INTERVIEW QUESTIONS

'Top Questions to Ask During an Interview, According to a Hiring Manager' – Harriet Green with Glassdoor
<https://www.glassdoor.com/blog/11-questions-to-ask-in-an-interview-according-to-a-hiring-manager/>

'Types of Interview Questions' – University of California, Davis Campus
<https://icc.ucdavis.edu/interview/questions>

'37 Brilliant Questions to Ask at the End of Every Job Interview' – Rachel Gillett and Aine Cain with Business Insider
<https://www.businessinsider.com/questions-to-ask-at-end-of-job-interview-2016-4#have-i-answered-all-your-questions-1>

WHAT TO DO AT THE END OF THE INTERVIEW

BUSINESS CARDS

- Request a business card from all of the interviewers.
- Doing so will provide you with the correct spelling of their names and an e-mail address for follow up.
- If the interviewer does not have a business card, ask the receptionist for the correct spelling of the interviewer's name.

SHAKE THE INTERVIEWER'S HAND

- End the interview with a firm hand shake.
- Genuinely thank the interviewer (s) for taking time to meet with you and consider you for the position.

SMILE

- Smile and show your confidence in your qualifications for the position.
- The interviewer will associate positivity and confidence when thinking back to your interview.

WHAT TO DO AFTER THE INTERVIEW

THANK YOU LETTER

- Send a letter, either by mail or email, to the interviewer (s) within 24 hours after the interview.
- Be sure to get the correct spelling of their names.
- If the interview was set up by email you will already have the correct spelling.
- You can also ask the representative at the front desk to check the spelling for you before you leave.

IF NO RESPONSE AFTER ONE WEEK

- If you have not heard anything from the interviewer (s) after one week, send an email following up from the interview to see where they are with the application process.
- Title the email with a professional headline (see templates in Track 6).
- For example: "Office Assistant Position #1234: Follow up from Interview on Friday January 1, 2020".
- Start by expressing your gratitude for the interview, advise the interviewer that you are following up to see if they have made a decision. Include 2-3 sentences about why you feel you would be a good fit and close the email by reiterating how you appreciate them taking the time to meet with you and look forward to hearing back from them soon.

ChatGPT Questions for Job Interviews

See the additional document "ChatGPT Questions for the Job Interview" in the student and mentor resource portals.

RESOURCES ON WHAT TO DO AFTER AN INTERVIEW

'10 Things to Do When You Don't Hear Back From a Job Interview' – Forbes

<https://www.forbes.com/sites/jacquelynsmith/2014/02/12/10-things-to-do-when-you-dont-hear-back-after-a-job-interview/?sh=285b41c41714>