



Interview Settings

Techno Functional Soft Skills

In this lesson, you will learn about different types of job interviews and how to prepare for them.

What you will learn

At the core of the lesson

You will learn how to do the following:

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



Interview setting types

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 long.
- It's focused on helping you understand the role. It also gives you the opportunity to briefly share your relevant skills and experiences with the interviewer.

Telephone interview preparation

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 can last 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 can 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.

Face-to-face interview preparation (1 of 2)

Preparing for the face-to-face interview (part 1)

- 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 the requirements for the role.
- Practice your responses to standard interview questions.

Face-to-face interview preparation (2 of 2)

Preparing for the face-to-face interview (part 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 follow it.
- The goal of this interview is similar to the goal of the face-to-face interview.
 - It gives you the opportunity to learn more about the company.
 - It also gives the company a chance 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.

Lunch or dinner interview preparation (1 of 2)

Preparing for the lunch or dinner interview (part 1)

- 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.
 - Stay focused, so avoid consuming any alcohol.

Lunch or dinner interview preparation (2 of 2)

Preparing for the lunch or dinner interview (part 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.



Thank you



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Thank you for completing this module.