

tip sheet



MOSAIC

TYPES OF INTERVIEWS

There are many different types of interviews. Once you are selected for an interview, you may experience one or more of the situations described below.

When you schedule an interview, try to get as much information about the person you will be meeting with (first and last name, job title). You may have more than one interview; some employers will interview a candidate at least twice to ensure that the candidate meets their requirements and “fits” into the company culture.

Traditional Face-To-Face Interview

Most interviews are face-to-face. The most traditional is a one-on-one conversation. Your focus should be on the person asking the questions. Maintain eye contact, listen and respond once a question has been asked. Your goal is to establish rapport with the interviewer and show them that your qualifications will benefit their organization and meet their needs.

Panel / Committee Interview

In this situation, there is more than one interviewer. Typically, three or more members of a panel may conduct this part of the selection process. This is your opportunity to put your group management and group presentation skills on display. Try to “read” the various personality types of each interviewer and find a way to connect with each interviewer. Remember to take your time in responding to questions. Maintain eye contact with the panel member who asked the question, but also have eye contact with other members of the panel as you give your response.

Telephone Interview

Many organizations will conduct interviews by telephone to narrow down a list of candidates. Telephone interviews may also be used as a preliminary interview for candidates who live far away from the job site. It is important to treat this interview as you would a face-to-face connection. Arrange for a quiet place and time to schedule the conversation. Listen carefully to the questions before you answer. Since your voice is important, express energy with your tone of voice. Have a copy of your resume and your employer contact sheet nearby as a reference in case an employer calls you unexpectedly. Try to be prepared!



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Group Interview

A group interview is usually designed to find the leadership potential of prospective managers and employees who will be dealing with clients/customers. The selected candidates are gathered together in an informal, discussion type interview. A subject is introduced and the interviewer will start the discussion. The goal of the group interview is to see how you interact with others and how you use your knowledge and reasoning to influence others.

The interviewers may ask questions in an unstructured manner; therefore, the questions and comments may be unrelated to one another. This type of interview is used to:

- Observe how candidates react under pressure
- Evaluate how individuals interact with people with different personalities
- Test for communication skills
- Assess the "fit" with the group



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