
TYPES OF INTERVIEWS

Most interviews are one-on-one with applicant and interviewer. However there are other types of interviews, including:

Panel: The applicant is interviewed by a group of interviewers at the same time.

Group: There is more than one applicant in the room. Typically a group of candidates is interviewed by a panel.

Meal: The interview takes place over a meal, typically lunch.

Working: The applicant is put to work and observed.

Interviews usually consist of a combination of questions, interview style and sometimes interview type. For instance, you may at first meet with someone one-on-one and then meet with a panel. You may be asked some general questions, some behavioral and then asked to work and be observed. It just depends on the position and organization.

Telephone Interview

Telephone interviews may be used when the applicant does not reside in close proximity to the hiring manager's office. Employers may use the telephone interview as the first screening before deciding to invite the applicant for an on-site interview. Sometimes, the telephone interview will just be with one interviewer. Other times the applicant may be interviewed by a panel on a conference call. Expect the questions to be very similar to an in person interview. Don't underestimate the importance of making a positive impression during the phone interview. A few tips:

- Schedule a time where you can give your complete attention
- Take the phone call in a quiet place.
- Write down a few key points you want to mention and the questions you want to ask.
- Keep a copy of the resume and job description near the phone
- Smile and stay enthusiastic!

Etiquette Tips for Meal Interviews

Dining with a potential employer may seem more relaxed than an actual interview, but you want to continue to present yourself professionally because the employer is still evaluating your behavior.

- This interview may be geared more towards casual conversation. Relax, the employer usually drives the conversation, but if it is your turn to talk, try to find easy topics to discuss of mutual interest (movies, sports, etc.). Avoid controversial topics or careless banter.
- Turn off your cell phone. Although this is a more relaxed environment, answering calls or text messages is not polite to your host.
- The employer will be paying for the meal so follow their meal recommendation(s) or order a mid priced meal.
- Order a meal that is easy to eat. Take small bites, and do not talk with your mouth full, and do not gesture with your utensils.
- We recommend you do not order alcohol. You want to stay alert during the entire interview. It is always acceptable to substitute mineral water for wine.
- Understand the table setting. Your bread plate is on the left of your place setting and your water glass is on the right. Use your utensils from outside in. If you are ever in doubt, follow the example of your host or other guests.
- Place your napkin on your lap as soon as you sit down. Should you leave the table before the meal is over, place the napkin on the chair. At the end of the meal, leave the napkin to the left of your plate.
- Be sure to talk with other guests at the table.
- Thank your host for the interview and meal. Be sure to know what the next interview step will be for you.