

## TYPES OF INTERVIEWS

Most job candidates experience the traditional, one-on-one Interview style, but some companies utilize other forms in screening possible employees.

### SCREENING

*Conducted by an outside firm (employment agency) to match the basic requirements of the company; comparisons of specific qualifications are made against a job description or the job requirement. Candidates should:*

- Approach the agency in the same professional manner as they do a company.
- Screener determines if the candidate will move to the next level, which is an interview with the company.

### ONE-ON-ONE

*Most often used.*

- Informal: Interviewer has a general idea of what will be asked, but after the first several questions, the interviewer follows a conversational trend rather than any pre-set pattern or list of questions.
- Structured: Questions are preplanned and written out based on the job requirements and will be asked of every applicant. This is often a longer interview. All questions must be asked of all candidates and then compared. The interviewer takes extensive notes to each answer given.
- Unstructured: Can be interpreted as a type of stress interview if the candidate is not prepared. After one or two questions, the interviewer may sit back and wait for the candidate to make the next move. The candidate should ask questions about the job or the company and respond with how his or her strengths and interests match.
- Sequential: Interviewing with several people one at a time. The candidate should handle this as though each interviewer was the only one, which means many things will be repeated. The interviewee must be alert and energetic for each interview.

### GROUP

*The candidate meets with more than one person at the same time.*

- Teamwork is important to the company. They want to see how effective the candidate is as part of a group.
- Take it one question at a time. Focus intently on the questioner.
- Answer the person who asked the question. Follow-up with a statement or summary to include the group. After answering, look around to see if anyone seems to need further clarification.
- Do not assume the questioner is the decision-maker. Interact with each interviewer.
- Make eye contact with each member of the group.
- At the conclusion of the interview, shake hands with each interviewer.

## BEHAVIORAL

- Questions will be asked of the candidate to describe how he or she would handle certain circumstances or how the candidate has done things in the past.
- The candidate may be asked to act out a real-life situation. An example would be a sales presentation. If given a choice of selling something in the room, the candidate could choose him or herself.

## TELEPHONE

*Designed to screen out less qualified applicants. Initial screening can also be done by fax or e-mail.*

- Expect a call outside of normal business hours.
- Eliminate background noises.
- Have all information by the phone.
- Stand while speaking because one's voice will sound stronger and more confident.

## STRESS

*Conducted either to see how the candidate handles pressure or may be an untrained interviewer on a power trip. Interviewer stares, lets long silences go by, fires questions, interrupts answers, uses sarcasm, etc.*

***When the candidate recognizes this style:***

- Take a deep breath and keep calm.
- Answer as much as possible before the next interruption.
- Do not become rattled during silences.
- Do not be defensive or argumentative.

Source: "Quick Study Charts"  
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