

# Interview Types

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## PHONE INTERVIEW:

- Used often by employers as a screening tool. Usually 30 minutes.
- If asked to do a phone interview on the spot, it's okay to say that you're not able to talk at that time and you'd like to set a time when your class/work schedule is open.
- ACPC interview rooms can be reserved for phone interviews.
- Have your resume, job description, and transcript in front of you.
- Sound interested, speak clearly, and smile as you answer questions, it can be heard in your voice.
- Don't have gum, food, or drink.
- Follow the interviewer's lead in the conversation.
- If you did not hear or understand something, feel free to ask them to repeat it. If you are concerned that they are not hearing you, simply ask if they heard you.

## VIDEO INTERVIEW:

- May replace on-campus or phone interview. Usually 30 minutes, may have more than one interviewer.
- May use Skype, InterviewStream, Polycom (in the ACPC), or the employer's website of choice.

## ON-CAMPUS INTERVIEW:

- Often an on-campus screening, 30 minutes, usually with a Department or HR representative.

## ON-SITE INTERVIEW:

- Often occurs after a screening interview, but some employers prefer an initial interview at their facility.
- This can be a half day, full day or more. Some companies cover or reimburse travel expenses.
- This can include several mini-interviews: several one-on-ones with potential supervisors and colleagues, as well as meal, group, or panel interviews.
- NOTE: Some companies collect drug screening samples at on-site interviews, making job offers final only after passing a drug test, background and/or credit check.

## MEAL INTERVIEW:

- This is *still* an interview. Treat it as such and be professional.
- Use manners, such as not speaking with food in your mouth.
- Remember your overall goal is not to have a good meal, it is to make a good impression, so order food that will not be messy to eat and do not delay the group while deciding your food order.
- Wait until everyone has their food to begin eating and finish with everyone else, even if you leave food on the plate.
- Keep your focus on the discussion while making sure you eat enough to sustain yourself. If that may be an issue for you, eat before the interview begins and keep a small snack with you if possible.

## GROUP INTERVIEW:

- Grouped with potential coworkers, the interviewer will assess how you interact with others.
- Try to find a balance between standing back as a wallflower and dominating the conversation.
- Step up and engage, but show that you are willing to listen to others as well.

## PANEL INTERVIEW:

- Usually with several interviewers, at least two people, and they will often take turns asking questions.
- Look each person in the eye as you answer and make the most eye contact with the person who asked the question. Look at each person throughout the interview.
- If possible, prepare enough questions to have one for each participant.