

# Managing Various Types of Job Interviews

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## Six Types of Interview Styles

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### Preparing for Different Interview Styles



#### One-on-One Interviews

The person doing the interviewing will usually be the one making the decision. Owner/Operators and small businesses often use this style. Interviewers may use prepared questions that they will ask each candidate.

- Carefully groom and dress in a clean, neat outfit.
- Smile and look happy to be there when introduced to the interviewer(s).
- Sit up straight, do not slouch, avoid fidgeting and crossing arms - remember body language.
- Check out the **Preparing for an Interview** handout for detailed tips.



#### Panel & Board Interviews

Some employers, including all levels of government and larger corporations, conduct Panel/Board interviews as part of their selection process. In this type of interview two or more interviewers will ask questions and will make the hiring decision together.

- If possible, obtain the interviewer's names before the interview so you can address each person individually.
- When listening to the question, make eye contact with the interviewer who is asking it.
- When giving an answer make eye contact with all of the interviewers
- Begin and finish your answer by making eye contact with the interviewer who asked the question.



#### Second Interviews

Sometimes, the selection process will include more than one interview. This is a good sign. You made it through the first cut! If you are called for a second interview.

- Prepare as you did for the first interview. You applied for the job because you want it and feel you are the right candidate; be confident, you already have their attention and they are already interested.

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Sometimes there will be panel of interviewers and multiple candidates in the same room. In this scenario often the group is asked to work on something together so the interviewers can look for specific skills. Some things they may be looking for include:



### Group Interviews

- Decision making: How do you make decisions? Are they based on emotion, on logic or possibly on intuition?
- Problem solving skills: Are you creative in reaching a solution and how well do you cope with complex (or stressful) situations.
- Negotiation skills: How well you convince and influence people with your ideas.
- Communications skills and listening skills: How do you interact with people? How well do you work as a team member? How you follow directions and how well you present a solution?
- Leadership and management capacities: Can you lead people? Do you dominate a team? Are you a follower or a leader? Are you a 'positive' leader – how do others react to you if you delegate tasks?
- Analytical skills: How do you analyze situations? How well you gather essential information before making a decision.

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Whenever you drop off a resume and cover letter, whether there is a job posted or not, it is a good idea to be prepared to meet with the prospective employer. The same applies to job fairs or any other time you might come face-to-face with a prospective employer.



### On the Spot Interviews

- Dress to impress and be prepared to answer questions like those listed in the **Six Types of Interview Questions** handout.
- It is important to give brief responses, but highlight your best points.
- How you present yourself may impact whether or not you are called for a formal interview.
- If you make a phone call regarding a job, you may be put through to the person responsible for hiring.
- Always be prepared, professional, and courteous.
- Even if you do not get past the receptionist, every contact is important and can effect whether or not you are hired.

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If an employer wants to conduct a telephone interview they will generally arrange a time with you in advance.



### Telephone Interviews

- Prepare just as you would for a face-to-face interview.
- At the time of your interview, ensure there are no distractions. For example: roommates, children, television, pets - find a place with no interruptions
- Keep a copy of your resume by the phone; also a note pad and pen to write down points that need to be addressed or any questions you may have for the interviewer.
- A glass of water (maybe add lime/lemon) nearby can also be helpful. Do not smoke or chew gum while on the phone.
- Sometimes, employers will do screening calls without notice so you always need to be prepared when you answer your phone. If you are called at an inconvenient time (e.g. you are at the grocery store), arrange a time to call back so that you that you can give the conversation your full attention.
- Check out **Tips for Telephone Interview** handout.

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Video interviews are growing in popularity especially during COVID-19.



### Video Interview

- You can use a cell phone or computer camera.
- Ensure that you have a reliable internet connection and a functional camera and microphone before the interview begins.
- Prepare as you would for any other interview and have a copy of your resume and blank paper and a pen to take notes.
- Practice using your phone or computer before the interview to feel more comfortable.
- Check out the **Online Interview Tips** handout.



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