



## Interview Preparation: **TYPES OF INTERVIEWS**

### TYPE | DESCRIPTION

#### **PHONE:**

Interview over the phone: Also referred to as a “screening” interview or “weeder” interview. First round interview used to narrow the candidate pool or minimize cost for out-of-town candidates. Typically around 30 minutes and with a Human Resources professional.

#### **VIRTUAL:**

Sometimes used as a first-round interview or to minimize cost for out-of-town candidates.

#### **ONE-ON-ONE:**

Conducted between the hiring manager or human resources representative and the candidate.

#### **PANEL:**

Usually 5-6 people interview a candidate simultaneously.

#### **GROUP:**

Several candidates interviewed as a group. Often used by employers (and grad school panels) to evaluate which candidates stand out and should be moved to the next round of interviews.

#### **SERIES:**

Candidates participate in a series of two or more interviews with different people or groups throughout the day.

### ITEMS TO CONSIDER

A phone interview is a “real” interview. The interviewer is unable to see your nonverbal communication. Smile: it changes the tone of your voice and helps convey enthusiasm. The interviewer may call you and want to conduct the interview on the spot. If this is the case, make sure you are in a quiet location free of interruptions. Otherwise, ask to schedule a time to speak with the interviewer. Utilize notes, the position description, your resume, and cover letter. Don’t try to fill all moments of silence. The interviewer is likely taking notes. Remember to consider time zone differences and who is calling who. Ensure good reception.

Dress professionally, just as you would for an in-person interview. Test your background and lighting before the interview. Look at the camera, not the image of yourself reflected on your screen. Double check your internet connection and signal at least 30 minutes before. Confirm logistics (who is contacting who, time zones, etc.). If you do not have a Skype username, create a professional username prior to the interview. Silence your cell phone limit all distractions as much as possible. Have a back-up plan in case technology fails (phone number for employer).

Maintain proper eye-contact throughout the interview. Minimize nervous habits.

Multiple people may be asking questions. Make eye contact with everyone. Ask for the job titles of the interviewers prior to the interview so you can ask appropriate questions.

This is a common type of interview for sales positions. You want to speak enough, but also be sure to listen to others. A group interview is a way for an employer to see how you interact with others. Be sure to reflect on what makes you unique prior to the interview. You do not want to repeat the same answer as everyone else in the group.

Interviews can be multiple formats (panel, one-on-one, etc.). Try to obtain a schedule of the day and know who you are interviewing with, so you can best prepare. Bring a snack and water in case you have any downtime between interviews.

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CAREER@UWSUPER.EDU | 715-394-8024 | SWENSON HALL SUITE 1601