



Like a Good Scout – Be Prepared for Any Type of Interview

Interview as defined by dictionary.com is a formal meeting in which one or more persons question, consult, or evaluate another person: *a job interview*. If your resume or application has gotten you to the interview stage, you will need to be aware of the various types of interviews.

With technology today there are many methods to interview a person for an open position. We would like to share with you the various types so that you can be prepared. An interview allows: parties to become acquainted, qualifications are evaluated, skills and experience are highlighted, and employers are evaluated.

Your goal is to present your qualifications to the final decision maker - the person who will decide to hire you. While you may interview with others along the way, you should treat each person – the receptionist, the secretary, as well as the CEO - as though they have the authority to hire you.

Telephone Screening Interview

This interview saves the employer time by eliminating candidates based on essential criteria such as employment objective, education or required skills. These interviews will often occur unexpectedly. If you have provided your cell phone number as your phone contact, you may wish to create a “pocket resume” to keep in your purse or wallet, so that your resume is always available. Otherwise, have a dedicated place in your home for your resume and job search files.

In-person Screening Interview

This interview is used to verify the candidate's qualifications for the position and to establish a preliminary impression of the candidate's attitude, interest and professional style. A professional screener from the employer's human resources department most often conducts the interview. At this stage, the goal is to select candidates to meet with the decision maker. Occasionally, an on the spot screening will happen when you turn in your application or resume. You should be prepared to answer questions. Always dress appropriately in case this takes place.

Selection Interview

There are a number of ways that a formal interview is conducted. The purpose of this type of interview is to determine if a working relationship can be established. Your ability to establish rapport and present yourself as the right person for the position is critical.

Structured interview – this method is preferred by those who want to cover key information and want to compare candidates as they have been asked the same questions. This limits flexibility and spontaneity.

Sequential interview – this method begins with applicants being interviewed by a lower ranking person and then referred up the chain of command.

Serialized interview – Unqualified candidates are screened out according to specific guidelines. A “round-robin” set of interviews occur in which a summary sheet is completed and compared for each candidate. The hiring manager then reviews all of the summary sheets to make a decision.

Panel interview – is a group interview. This can be the most intimidating type of interview but from an employers perspective can be the most time-effective. The participants may be supervisors or peers. Everyone will be evaluating you.

A few other types of interviews may include:

Work Sample Interview - the applicant is asked for a demonstration: display your portfolio, make a sales presentation, and complete a typing or software test.

Stress Interview – you may be treated as though you're the enemy. Offensive questions are designed to deliberately make you uncomfortable. It is designed to show how you will handle stress on the job.

Luncheon Interview – similar to a “first date” it shows how you handle yourself in a social situation. Employer representatives may include the hiring manager, a human resources department member and one or more peer employees. Select healthy and easy things to eat so you can answer questions and pay attention to the conversation. Don't salt before you taste.

Video Conference Interview – Conducting an interview via video conference enables an employer to save travel costs and still have a “person-to-person” interview. You can practice for one in front of a video camera or a mirror.

But above all else - Don't forget to smile. It shows confidence.

How we can help – We offer many resources to help you gain a new position on your way to a career. The Employment and Training Representatives at [Kane County Department of Employment and Education](http://www.kcdee.org) can help you create a professional resume, refresh your interview skills, or help you find ways to network effectively. Visit www.illinoisworknet.com and click on the JOBS link, you can find additional tips to help you in your job search.

Four Offices to serve you:

Elgin – 30 DuPage Court	847-888-7900 x 230
N. Aurora – 2 Smoketree Plaza	630-844-6640 x 203
DeKalb – 1701 E. Lincoln Hwy.	815-756-4893 x 240
Yorkville – 811 W. John St.	630-553-8304

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