



# Interview Formats, Types, & More

## STANDARD INTERVIEW FORMAT

- Greeting and introduction
- Overview of position
- Answering interviewer's questions
- Asking the interviewer questions
- Closing and thanking the interviewer

## TYPES OF INTERVIEWS

- Telephone Interview
- One-on-One Interview
- Panel Interview (multiple interviewers)
- Video/Online Interview
- Group Interview (multiple interviewees)
- Meal Interview
- Follow-Up Interview

## TYPES OF QUESTIONS

### Positive

These are usually brief (i.e. What was your favorite/best/etc.?). Consider giving three relevant responses and proving your response succinctly.

### Negative

These seek information that may be considered negative (i.e. What are your weaknesses?). The purpose is to identify when you have difficulty and what resources you call upon. Show how you've grown through challenges.

### Skills Based (Behavioral Interviewing)

These determine whether or not you can demonstrate the skills and attitude needed for the position. When answering these questions; consider using the "STAR" technique; discuss the Situation you were in or the Task you completed, the Actions that you took and the Results.

## ANSWERING QUESTIONS

Reviewing the job description will help you to prepare for the types of questions that you may be asked. Make a list of sample interview questions, prepare potential answers and practice interviewing with someone. Use Interview Stream and schedule an interview critique with an ACE counselor.

### The Three Ps

Before formulating an answer, consider applying the following three Ps to your response:

**Ponder** why the employer has asked a question. Determine what skill or value is being measured and answer accordingly.

**Prove** every statement you make by providing clear and specific examples.

**Project** a positive image even if the questioning gets negative.

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## HANDLING INAPPROPRIATE QUESTIONS

Questions regarding marital status, age, race, religious preference, children, sexual orientation or other issues that are not job-related are illegal. There are no strict guidelines to respond to these but you may wish to:

1. End the interview.
2. Ask the interviewer what relevance the question has to the position.
3. Refuse to answer the question.
4. Answer the question with or without regret.

The way you handle this reflects your professionalism. Remain polite and assertive.

## GREAT INTERVIEWEES

- Are on time
- Are dressed professionally
- Are positive and confident
- Possess excellent communication skills
- Speak objectively about their qualifications without appearing boastful
- Have applicable work experience
- Can accept all feedback
- Carry extra copies of their resumes
- Have documentation and reference information available

