



Types of Interviews

Online

Software such as Zoom is commonly used for a convenient, cost-effective interview. Prepare and test your video/audio equipment by practicing with a friend or having a virtual mock interview. Make sure your screen name is professional, that the backdrop is plain, and lighting is appropriate. Dress professionally and look at the camera not the screen.

Panel

You are most likely a finalist if you are invited for a panel interview, as you will meet multiple key stakeholders.

Appearance, eye contact with each person, posture, and overall demeanor are as important as your answers.

Telephone

This is typically the method used for the first round of interviews. Make sure your cell phone has a strong signal and connection or use a landline. Dress professionally to help yourself get into a professional mindset and be free of distractions and background noise.

Group

You, along with multiple candidates, will be addressed in the same room. You may be asked to respond to the same questions or different sets of questions. These often involve interaction between candidates, which allows the interviewers to see how you stand out and interact with others. They can assess your ability to deal with pressure, take on leadership roles, work well with a team, and remember details.

Consider displaying these 4 things:

- How you will make an impact in the new position starting on Day 1
- Your ability to fit in with the existing team structure
- Your enthusiasm about the job and organization
- Your sparkle. Be yourself and let your personality shine!