Employment Interviewing
Types of Interviews

When interviewing, the applicant may be exposed to a number of different types of interviewing situations. In most cases, the applicant will not know which type of interview they may encounter. Below are some descriptions of the different categories of interviews and what can be expected in each of them.

• **Structured Interview** - In this type of interview, the interviewer is looking for information in a particular area of interest to the company. The interviewer has a list of specific interviewing questions, prepared in advance. These question focus on the experience, skills and personality the "ideal" candidate would possess.
The most common type of interview.

• **Screening Interview** - This is generally a preliminary interview conducted either in person or by telephone, in which a company representative determines whether or not the applicant has the basic qualifications to warrant a subsequent interview.

• **Multiple Interviews** - *Multiple interviews are more commonly used for professional jobs*. This involves a series of interviews: each one involving a different representative of the company. During the first phase, the interviewer is looking for basic information about the applicant's skills and abilities. In subsequent phases, the focus shifts to how the applicant would perform on the job and how the applicant would "fit" into the company. Once the interviews are completed, all of the interviewers involved meet and discuss the information gathered on the applicant. This type of interview may also be used as a screening out process for the company with only the most qualified getting to the end phase.

• **Stress Interview** - In this situation, the interviewer will intentionally try to upset the applicant to see how they react under pressure. Uncomfortable questions may be asked or the applicant may be interrupted while speaking. The entire interview is not generally conducted in this format: it is normally incorporated into one of the other categories. *This type of interview may be used more commonly in high-stress jobs.*

• **Targeted Interview** - *It is very similar to the structured interview* in that specific areas are to be covered during the process however, questions are more redirected toward key qualifications for success on the job.

• **Unstructured Interview** - The Interviewer has an idea of what type of person would best fit the available job but does not have a prepared list of questions to guide the interview.

• **Situational Interview** - Actual job situations are simulated to see how the applicant would respond if encountered during their employment. *Situations are used in conjunction with the structured interview.*

• **Lunch/Meal Interview** - This interview may be taking place in a more casual setting but it should be treated with the same professionalism as an office interview. Follow the lead with the interviewers food selection. *Stay away from foods that may be sloppy to eat.*

QUICK TIPS

• Be prepared for any type of interview especially when no specific type of interview has been predetermined

• Practice answers to difficult questions before the interview, until they sound natural

• When possible find out about the interviewer. i.e. Correct pronunciation of the name, job title and any other information that can help you in the interview process

• **Group Interview** - Two or more persons may interview the applicant at the same time. Sometime, one of the interviewers will function as the "stress interviewer," asking questions to see how the applicants handle themselves under pressure. *This type of interview may also be used to interview more than one applicant at a time.*

• **Committee Interview** - This interview may make you feel like you are on a firing squad with several decision makers asking questions or presenting hypothetical situations. During this interview address each question as they come up and show reasonable examples of how you would handle each. *Try to address the individual members of the committee with each response.*