

Screening Interview

Screening interviews are typically conducted over the phone or via video conferencing but can also be completed in person. During screening interviews, the employer wants to make sure you have the proper requirements for the job and that you have good communication skills. These are often used to narrow down the candidate pool.

Telephone Interview

The first step in the hiring process is usually a telephone interview. Typically, the telephone interview will be your first contact with a company. Take note of the following guidelines prior to your interview:

- Work with the interviewer to set up a specific time for the call. As with a regular interview, be there early.
- Smile when you are speaking, it makes a difference, even over the phone.
- Avoid environments that preclude having an effective interview.
- Avoid using portable or cell phones.
- Since you cannot see nonverbal cues, you may ask “does that answer your question” after a response.
- Do NOT interrupt your interview to answer an incoming call.
- Have a cup of water, research notes, and your interview prep sheet in front of you.
- Only a little of your energy comes through the phone versus in person. Be sure to display the necessary enthusiasm.

Personal Interview

Personal interviews are your opportunity to make a lasting and positive impression while differentiating yourself from others. There are several types of personal interviews that you may encounter:

- **Case-based Interview**
The case interview is often employed by management-consulting firms and investment-banking companies, but it is increasingly being used by a wide range of other types of corporations as a portion of the job interviewing process.

When the case interview is used, it is most likely to be a feature of the second or third round of interviewing, but a small case question can even be part of an initial screening interview.

Through the use of the case study, businesses hope to discern how well candidates identify, structure, and think through business problems. Therefore, how you go about dissecting the situation may be more important than the specific content of your answers. It is often helpful for you to do a little “thinking out loud” because it allows the interviewer to experience your thought processes.

- **Lunch or Dinner Interview**

Interviews during a meal are used to assess your social skills and ability to be comfortable under pressure. Be sure to order food in small quantities that are easy to eat. Never order alcoholic beverages even if others at the table do. (See the handout on Dining Etiquette)

- **One-on-One Interview**

This is the most common type of interview used by managers. Be sure to maintain good eye contact. Ask the interviewer about the most pressing issues facing the organization and try to have strategies and solutions to overcome them and/or show your interest in being part of the solution.

- **Peer Group Interview**

Employers often like for you to meet with your potential co-workers. Peer Groups are often looking for individuals that have a personality that will fit into their environment. Be polite and agreeable during these interviews; peers typically have a solid influence on the final decision.

- **Selection Committee**

Selection committees have become more common during the interview process. It is important to have extra copies of your resume in preparation for a group of three or more interviewers. Be sure to shake hands with each person in the room while introducing yourself before you sit down. Move your eyes around the room to each individual while answering questions to include all present.