

A GUIDE TO INTERVIEW FORMATS

KNOW THE VARIETY OF INTERVIEWS YOU MAY FACE.

FIRST ROUND/SCREENING INTERVIEW



The most common interview. This is your first opportunity to speak with an employer or recruiter in a structured format. The recruiter is usually trying to filter out candidates to determine who they should dedicate more time to. Screening interviews can range from 20-45 minutes. Employers might even have you meet with two people back-to-back. First round interviews can be done on the phone, online, or in-person.

SECOND-ROUND/SITE VISIT INTERVIEWS

After a successful screening interview, you are invited to participate in a second or final round of interviews; some industries have multiple rounds. As you progress further into the process, you should increase the amount of research and preparation you are doing.



TELEPHONE/SKYPE/ONLINE INTERVIEWS



Telephone interviews are common for screening, but Skype, and online interviews are on the rise in many industries. They can be used nationally and internationally to avoid travel expenses. Local organizations may also use them during the first-round process. Consider your dress, posture, communication, and environment – depending on the format. All can be important. Check your connection and charge before. The CDC can help you practice all three formats!

PANEL INTERVIEWS

Panel interviews are a group of people interviewing you at one time. Make sure you make eye contact with each member, not just the person asking the question. Panel interviews can occur via video, phone, or in-person.



LUNCH/DINNER INTERVIEWS



Occasionally interviews have a food and/or drink portion. This is a chance for the employer to get a better feel for your personality. Remember it's still an interview, maintain your professionalism throughout the meal. Use good table manners, don't order the most expensive item, avoid alcohol, and treat all the servers with respect.