



Types of Interviews

There are various styles of interviewing, and it is best to be prepared for anything. Below are examples of different types of interviewing and how to navigate them.

Phone Interview

This is typically the method that is utilized for the initial interview, usually done by the Recruiter. It is important to take this interview seriously since the Recruiter and Hiring Manager have a collaborative relationship, and the Recruiter has influence over candidate flow and the hiring decision.

This type of interview can be a little uncomfortable for the interviewee because you are not able to see any facial expression and any pause on the line can cause anxiety. Usually the Recruiter is typing and taking notes during the interview, so any pauses can typically be related to that.

The initial phone screen is typically discussing the details of the position, gathering details about your work experience, clarifying questions about education and any certifications you possess, your motivation for applying to the job, some required questions (for legal purposes), and possibly some situational or behavioral based questions.

Behavioral Based Interviews

This type of interview utilizes questions that drive at discovering how you have behaved in past work related situations. During this interview, the interviewer will ask you to provide specific examples of things you have done in your past experience. It is best to answer these using the S.T.A.R. method:

S = Situation	What situation were you in?
T = Task	What was the task you were given?
A = Action	What action did you take?
R = Result	What resulted from your action.

It is basically communicating the story of what happened in that particular situation to the interviewer. The focus here is on what you actually did, so you want to avoid talking about what you *would've* done, or *should've* done, and focus solely on what you did. In this type of interview, the interviewer is trying to assess how you match up

with certain competencies, like adaptability, teamwork, tolerance for stress, business acumen, etc.

Situational Interviews

These interviews, similar to Behavioral Based Interviews, are aimed at discovering how you match with certain behaviors, or competencies. In a situational interview, however, the interviewer is not asking for specific examples, but for you to communicate what you would do in a certain situation. Questions during this type of interview might be a test to determine if you know certain protocols. For example, in an interview for a Registered Nurse position, an interviewer might ask you if you know the proper protocol during a Code Blue.

Panel Interview

An interview panel is utilized in an effort to save time, or promote a team atmosphere. While this can be intimidating, just focus on one question at a time, and one person at a time. If you are worried about trying to talk to a group of people and making eye contact with everyone all at once, I recommend focusing on just making eye contact with the person who asked the question.

Video/Teleconference Interviews

These types of interviews are becoming much more popular since it allows the ability to both see and hear the interviewee & interviewer without having to come onsite. This is very popular when interviewing for a position that is remote/work from home. To prepare for this type of interview, it's best to have a blank wall, or not-too-distracting background behind you. Test out lighting to ensure that there won't be a glare on your face during the interview.

You'll want to test your computer's settings to ensure that your microphone and speakers are working. Even though you are doing this interview in the comfort of your own home, you'll still want to dress as professionally as you would if it were an onsite interview.

Breakfast/Lunch/Dinner/Coffee Interview

Interviews that take place over a meal are typically more about determining a personality match. It would be very difficult to answer the really hard interview questions while trying to eat a salad. This is the time when you can showcase your personality, values, and how you get along with others. It is recommended to not consume alcoholic during this type of interview, but if offered, and the interviewer is partaking, if you decide to partake as well, it's recommended to have no more than one drink. You want to make sure you keep your wits about you, remain professional, and keep portraying your best self.