

Types of interviews



Phone

Take Advantage: The employer cannot see you or your surroundings. This means you can lay out notes and other information in front of you to help with the interview.

- Set up and prepare at least 10 minutes before the interview starts
- Even though they can't see you, dressing for the interview will help you feel more confident
- Your voice is important. Try vocal warm-ups before you start the call
- Smile, your voice naturally has more enthusiasm when smiling
- Be conscious of your surroundings and try to avoid background noise
- Consider using a headset or speaker phone to keep your hands free
- Have a pen and paper ready to write down questions and notes
- Listen carefully, take notes, and ask the interviewer to repeat if you did not hear the question
- Prepare notes in advance to help you, such as details about the position and company

Be Prepared: When we cannot see our audience, we tend to talk too much. Try to keep your answers on the shorter side and consider tracking your time with a clock.



In-person

Take Advantage: You can clearly observe body language in person. Try to adjust your answers and tone accordingly.

- Make sure you have the time and location correct
- Get directions and leave early to give yourself extra time
- Try to arrive 15 minutes early
- Turn off your phone and other devices that might distract you or the interviewer
- Make note of everyone you meet. Try to get business cards for “thank-you” emails
- Your confidence can be demonstrated with eye contact, body language and your handshake
- Prepare for any temperature by lightly layering your clothing
- Factor weather conditions into your transportation and clothing choices
- Bring water, chap stick, a comb/brush, and other last-minute provisions you might need

Be Prepared: Bring a notebook with you but try not to get distracted reading from it. Do not get discouraged if your interviewers seem distracted or disinterested.



Virtual

Take Advantage: With a live-video, you can still see body language but also still use notes.

- Set up your account and test your settings ahead of time
- Be set up and ready 15 minutes before the interview begins
- Test your technology ahead of time and check your internet quality and connection
- Pay attention to lighting, camera angle, and video quality
- Make sure your background setting is not distracting
- Dress for the interview from head to toe
- Check your audio quality and consider using headsets or a microphone for a clear voice
- Try not to use your cell phone for video appointments
- Turn off notifications on your devices and be free from distractions

Be prepared: Make a backup plan if something goes wrong. Do you have a back-up device to use like your phone or laptop? Does the interviewer have a number to call if you get disconnected?

Career tip:

After the interview write down questions you weren't too confident in responding to be able to practice them for future interviews.