

# Job Interviews: 7 Types

Employers require job interviews to evaluate the job applicants' attitude, personality, education, training, abilities, skills, fit with company, reason for wanting the job. There are many types of jobs, and there are many types of job interviews. The type of job interview used helps the employer get to know and select the best applicant for the job opening. Also, job interviews help job applicants get to know the employer and company — and help job applicants decide to accept or turn down a job offer. The key to success during a job interview is to be well prepared. To help you prepare, here are seven types of job interviews you may encounter in the future:



## **Traditional (or Face-to-Face or One-to-One) Interview**

This is the most common type of interview. You fill out an application for a job opening. You are invited to a job interview. You meet the interviewer (who may be the manager). The interviewer starts asking questions, and you answer. During the interview, you need to focus on the interviewer — maintain eye contact, listen to questions, give good answers that describe your skills, and show a positive attitude. Traditional interviews are used for entry-level job openings such as fast food, retail, cashier, sales associate, and others.

## **Panel or Committee Interview**

During this interview, you are invited into a room where you are seated at a large table. On the other side of the table are three to ten people who ask you questions. You need to: a) Maintain eye contact with the person asking the question. b) Seek eye contact with other interviewers as you answer the question. c) Speak clearly and explain how your skills and experience will help you succeed in the job. Panel interviews are used when the person hired for the job opening must deal with many people — such as police officer, fire fighter, city inspector, or forest ranger.

## **Behavioral Interview**

Your past actions give employers clues about your future actions. Behavioral interview questions ask about your past actions such as, "Give me an example of how you handle a customer complaint," or "Tell me about a time that you solved a problem." Prepare for behavioral interview questions by thinking of examples from your past that shows you have skills such as teamwork, problem solving, communication, creativity, flexibility, and organization. Behavioral interviews are used for job openings for supervisors, managers, sales workers, and others who must make independent decisions (



## **Phone or Video Interview**

Employers may use the telephone or video (such as Skype) interviews:

a) For a first interview. b) To save travel and office time. c) To quickly screen out (eliminate) applicants that are not acceptable for the job opening. d) To interview applicants who live far from the job site. For telephone interview, use a land line, if possible, and talk clearly. For video interview, clear the background, keep the room quiet, and wear clothing for the job, and keep paper, pen, and your resume nearby.

## **The Performance Interview**

You may be asked to bring samples of your work or craft (such as photography). And, after arriving for the interview, you may be asked to: a) Solve a problem. b) Do an actual work-related task. c) Start and complete a project (using your skills in math, science, woodworking, cooking, mechanics, art, or other).

For performance interviews, you may ask questions to make sure you understand what you are to do before you start. It is important to remain calm so you may focus on doing the best job possible during this performance interview. Performance interviews are used for trade workers, craft workers, and artists.

### Lunch (or Dinner) Interview

Employers invite you to a lunch interview when the job requires that you meet with clients (customers) during meals in restaurants. You, as the job applicant, will be invited to a restaurant. You will be seated at a table with one or two interviewers. You will need to make polite conversation about neutral topics (weather, sports, the company's future plans). You may be asked interview questions before the meal is served and while eating. Keep relaxed with good table manners. Follow interviewer's lead in ordering (order similar meal; do not order more expensive meal). Avoid messy foods, and do not drink alcohol at any time. Listen to the questions, answer with a positive attitude, maintain eye contact, and act professional at all times. Do not act as if you were eating with your friends. Lunch interviews are used for job openings in sales, customer service, and management.

### Brain Teaser (or Puzzle) Interview

Technology companies, such as Google, Facebook, and Apple ask brain teaser questions to job applicants to see: a) How the person acts and thinks under pressure. b) Steps the person takes to solve the puzzle. c) What solution is presented for the problem. Here are examples of Brain Teaser questions: How many ways can you think of to find a needle in a haystack? How would you explain cloud computing to a 6-year old? If you woke up and had 2,000 unread emails and could only answer 300 of them, how would you choose which ones to answer? How many golf balls can fit in a school bus? What kind of a tree would you be? How many times a day does a clock's hands overlap?



### QUICK CHECK:

- Employers require job interviews to evaluate what 7 things about job applicants?
- Interviews help applicants with what 2 things?
- Traditional Interview:** a) List 4 things you do to focus on the interviewer. b) For what types of job openings are traditional interviews used?
- Panel Interview:** a) Where are you seated? b) Where are the interviewers seated? c) List 3 things you need to do during a panel interview. d) When are panel job interviews used?
- Behavioral Interview:** a) What do your past actions give employers clues about? b) Write down one example of a behavioral interview question. c) Prepare for behavioral interview questions by thinking of examples from your past that show you have what 6 skills? d) For what jobs are behavioral interviews used?
- Phone or Video Interview:** For what 4 reasons do employers use this interview?
- Performance Interview:** a) What may you be asked to bring? b) What 3 types of things may you be asked to do? c) For whom are performance interviews used?
- Lunch Interview:** a) When do employers invite you? b) Write 2 sentences to describe what you think "polite conversation" means. c) When will you be asked questions? d) How should you not act? e) For what 3 types of job openings are lunch interviews used?
- Brain Teaser Interview:** a) List 3 companies that use brain teaser questions. b) Why are brain teaser questions asked? c) Write down one brain teaser question, and your answer.
- Pretend that you are an interviewer.** Which type of interview would you schedule for: a) Supervisor. b) Computer designer. c) Police officer. d) Auto mechanic. e) Artist f) Customer service representative. g) Counselor. h) School principal.