

Types of Interviews



There are several types of interviews which you may encounter. However, below are the most common types used and what to expect in each of them. Some employers may use a combination of them during the process.

Screening Interview: This interview is a preliminary interview typically conducted on the phone or face to face, in which a company representative screens for basic qualifications prior to the subsequent interview.

Structured Interview: The interviewer is based on predetermined competency areas using questions which are written in advance. The questions are usually tailored to determine the ideal candidate. This is the most common type used in most organizations.

Situational Interview: This interview is tailored to present specific situations and/or common problems that may be encountered on the job. Your responses to these questions will be assessed based on the company's pre-determined standards. This can be used as another method of screening your qualifications prior to a second interview.

INTERVIEW CONCLUSION AND FOLLOWUP

- ✓ Send a quick thank you note or email
- ✓ Let the interviewer(s) know that you appreciate their time
- ✓ Be sure to provide your contact information where you can be reached

The MVA Human Resources Recruitment and Selection Unit is staffed with trained professionals who are happy to assist you with your employment needs.



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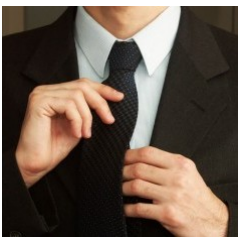


Maximize Your Potential

Career Guidance and Interview Preparation

INTERVIEWING: HOW TO STAND OUT

The purpose of an interview is to obtain information from you and evaluate your qualifications as it relates to the position. The employer's ultimate goal is to determine if you are a good fit for their organization. The employer is also able to inform you



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about the specifics of the position to include primary responsibilities and job expectations. It is critical to note that the interview process is a two-way communication process for both you and the employer. You will need to determine if you would want to work for that particular organization.

Preparing for the interview

The interview process is a powerful factor in selecting the best candidate. Preparing for your interview can make the difference between getting an offer and getting rejected. Here are some helpful tips to consider when contacted for an interview.

Keep the three "P's" in mind for interviewing:

- Preparation
- Punctuality
- Presentation



Preparation

Learn More About the Position: Become familiar with the position that you are applying for. Review the position description. Research the company. The more you know about the company, the better you will do in the interview.

Evaluate Your Qualifications: Assess your own skills, abilities, experience and education as it relates to the position. Practice tailoring your answers to show how your qualifications meet the needs of the organization.

Role Play: Find someone to role play the interview with you. Choose someone that will be objective in providing you feedback. During this process, determine your strengths and weaknesses.

Route the Interview Location: Become familiar with the location of the interview. Determine the route you will take in advance and a possible alternate route if needed. You should plan to arrive at least 15 minutes early.

Determine Your Attire: Decide what you will wear in advance so you are prepared during the day of the interview. Your interview attire should be professional, clean and well groomed. Make the best possible first impression.

During the Interview

It is very important to make a good impression and, if possible get the necessary information about the company. Below are some tips to consider now that you are face to face with your potential employer.

Make a Good Impression: The interviewer(s) are usually looking at your overall appearance and demeanor. You should consider greeting the interviewer(s) with a firm handshake and keeping good eye contact.

Promote Yourself: Speak comfortably about yourself and show confidence. Answer the questions the best you can. Be mindful of nonverbal communication. Prepare for follow-up questions. Never speak negatively about prior jobs or employers.

Focus on How You Can Help the Organization: One of the best strategies for answering interview questions is the STAR (situation, task, action, resolution) system. The idea is to demonstrate that you have been successfully handling a variety of problems related to the job you are interviewing for.

Ask Questions About the Job: Most employers anticipate that you will ask questions about the position. Most employers respect proactive applicants who show interest in the position. However, most questions of this nature are asked at the end of the interview.