

Other Types of Interviews

Screening Interviews, Panel Interviews, Peer Group Interviews, Luncheon Interviews and Second Interviews.

These are examples of other techniques and settings in which employers may choose to interview candidates. **Screening interviews** (do you meet the minimum qualifications for the job?) may be done in person, over the telephone (see section on tips for telephone interviews), or through video. **Panel interviews** are conducted by individuals in three or more departments within the organization where you are interviewing. Questions in this interview generally are specific to the departments represented. **Peer group interviews** are conducted by those with whom you may potentially work; they are designed to determine how well you will “fit in.” **Luncheon interviews** will provide employers with a window to how well you handle yourself in social situations. **Second interviews** will be similar to the first interview and once again, will typically follow the traditional or behavior-based approaches. They will, however, be more intense and will last for several hours; some may even last a full day. You can expect to find a combination of the other interview settings when involved in full day interviews.

Career Services

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**Lebanon Valley College
Career Services**

Types of Interviews

Job Interviews



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Prepare to Respond

Employers are not all the same, nor are their interview styles and methods. You will be at an advantage in the interview if you are aware of typical interview methods and understand what employers seek through the interview methods they use.

Traditional Interviews. The typical pattern of a traditional interview begins with introductions and is followed by questions asked of you and then questions you ask the employer. The interview time concludes with instructions regarding the next step(s) in the process. Often candidates will be interviewed by one or two persons. The types of questions you will be asked may vary considerably from interviewer to interviewer, but generally they will be open-ended questions that require the candidate to determine how to best respond. Examples of open-ended questions include:

- Tell me about yourself.
- What are your strengths and weaknesses?
- Why do you want to work for us?
- What are your career goals?
- Describe your work experience
- How do you work best?
- What have you learned from participating in co-curricular activities?

Behavior Based Interviews (BBI). This approach to interviewing focuses on specific questions that force you to demonstrate your skills and abilities by giving detailed descriptions of how you handled yourself in certain situations. The approach is based on the premise that the best predictor of future job performance is past performance in similar circumstances. Examples of questions in a behavioral interview include:

- Describe a situation in which you were able to help out a co-worker.
- Give me an example of a time you had to persuade other people to take action.
- Tell me about a time when you had to handle multiple responsibilities.
- Has your schedule ever been upset by unforeseen circumstances? What did you do?
- Give me a specific occasion in which you conformed to a policy with which you did not agree.
- Describe the most significant or creative presentation which you had to complete.
- What have you done to contribute toward a team-work environment?

Whether your interviewer's style is traditional or behavior based, your approach to answering the questions is very similar. Remember that the more specific and concrete you can be in your examples and illustrations, the better the employer can assess what you really have to

give to this organization. Desired behaviors may be proven through your school work, internships, past work experiences, activities, team activities, and community service. "Frame" your response by telling a "story" that state the situation or task, describes the action you took in the situation or task, and indicates the result or outcome.

IMPORTANT - Practice Interviewing

It is one thing to formulate responses in you head to interview questions; it is another to articulate them aloud. Therefore, practice is essential. The Career Services staff is always willing to conduct a mock interview with you. You may schedule this hour-long session any day during offices hours. Appropriate interview dress is recommended. Also, bring a copy of your resume with you.

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