

Types of Interviews

There are several different types of interviews. You may be asked to participate in many different interview formats during your internship/job search. A brief overview of the most popular interview formats is outlined below.

- **Phone** – Where the interviewer(s) will ask questions of the candidate over the phone. This type of interview is often used to screen a large applicant pool or to interview over long distances.
- **Traditional** – What you would commonly think of when you think of an interview. The candidate answers questions as the interviewer asks them. This is often the type of interview format companies will use for first round interviews.
- **Group** – This is usually where the candidate answers questions from a panel of interviewers. Less common is where a panel interviews several applicants at once. This format is most common in 2nd and/or 3rd round interviews.
- **Testing** – Candidates may be asked to take a test during the interview process. Common examples include; ethics tests, drug tests, personality tests, and aptitude / skill acquisition tests.
- **Work Simulation** – This type of interview places the candidate in simulated work experiences and asks them to perform. It may be a simple as “shadowing” a current employee for a few hours to performing actual task while being scored on performance.

Regardless of type all interviews follow a typical format:

1. **Rapport Building (2-3 minutes)**
2. **Q & A / Test / Simulation (half of the interview)**
3. **Sell yourself**
4. **Close**

Dress for Success

Appropriate Attire Is a Must - The clothing you wear to your interview should make you look like you will fit in at your prospective employer. When in doubt, err on the side of conservatism, suggest the experts. Even if the company has a "business casual" dress policy, you're better off dressing a bit on the stuffy side than in taking a gamble only to find that your idea of casual doesn't match that of your prospective employer.

For Men

Traditional business attire means a dark, conservative suit and a white, long-sleeved (even in summer), pressed dress shirt. Ties should be of nice quality and coordinate well with the suit. Avoid flashy patterns on ties-the job interview isn't the time to prove how much of an individualist you are. If you wear an earring (or several), remove it before the interview.

For Women

Traditional business attire is a conservative suit or dress - at or below the knee please. Avoid wearing jewelry and makeup that are showy or distracting. Long earrings or bright red lipstick will only detract from your answers. Forget the excessively long fingernails-they, too, are distracting. If you wear nail polish, make sure it's a subtle color and neatly done.

For Everyone

Avoid wearing too much cologne or perfume. Your hair should be clean and well-groomed. Shoes should be polished and coordinate with your suit or dress. An interview isn't a beauty contest, but how you dress and your overall appearance almost always get noticed by the interviewer. Don't give the interviewer a chance to rule you out because you didn't feel like ironing your shirt or polishing your shoes. Dress in a business-like, professional manner, and you'll be sure to fit in wherever you interview.

REMEMBER: The interviewer is going to assume that this is the most professional you will EVER look – make sure you live up to his/her assumption!