

# Types of interviews



## Phone

**Take Advantage:** The employer cannot see you or your surroundings. Lay out notes and other information to help with the interview.

**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.

- Set up and prepare at least 10 minutes before the interview starts.
- Even though they cannot see you, dressing professionally will help you feel more confident.
- Your voice is important. Practice your powerful introduction before the interview starts.
- 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.



## In-person

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

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

- Confirm the time and location before the interview.
- Review 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.
- When possible, maintain appropriate eye contact and body language.
- Dress professionally. Avoid wearing jeans, sweatpants, leggings or casual attire.
- Bring water, chap stick, pen/ paper and other items you might need.



## Virtual

**Take Advantage:** With a live-video, you can still see body language while also referencing notes.

**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?

- Confirm the virtual meeting platform that you will be using and create an account in advance.
- Test your sound, video and remove clutter from your background in advance.
- Make sure your background is free of clutter and not distracting.
- Set up 15 minutes before the interview begins.
- Check your technology ahead of time: ensure your Internet connection is stable and that you have a computer charger near.
- Avoid using a cellphone, unless you have no other choice, for virtual interviews.
- Be mindful of lighting, camera angle and video quality.
- Dress professionally. Although the interviewer cannot see your attire, dressing professionally will help you feel more confident.
- Turn off notifications on your devices and be free from distractions.

## Career tip:

After the interview, write down questions you were asked that you were not anticipating or that you did not feel confident answering. Practice your response to those questions for future interviews.