



TYPES OF INTERVIEW FORMATS

INDIVIDUAL INTERVIEW

Individual or one-on-one interviews are typically facilitated between the candidate and a human resource professional.

PANEL INTERVIEWS

Panel interviews consist of several individuals interviewing the candidate all at the same time. The interviewers will likely take turns asking the candidate questions.

 **Career Tip!** [Conquering the Multi-Person Interview](#)

PHONE INTERVIEWS

Phone interviews are short interviews designed to serve as a first-round interview before bringing the candidate on-site.

VIRTUAL INTERVIEWS

Virtual interviews help companies save resources while still seeing your personality and mannerisms.

 **Career Tip!** [7 Tips for Nailing a Virtual Interview](#)

PRESENTATIONS/LESSON INTERVIEWS

Depending on the company, it is typical to be asked to facilitate a lesson or presentation to a group. To prepare:

- Identify how much time you have to present and ensure you are aware of the prompt and the technology available to you in the location of your lesson.
- Practice with someone in the room so you can receive feedback (i.e. a peer, colleague, or friend).
- Some companies may request that candidates bring in a pre-recorded video of you delivering a presentation. You will then discuss this video together as a part of the interview.

ONE-WAY VIDEO INTERVIEWS

One-way interviews have become much more common for first-round or screening interviews. They allow interviewers to record their answers to preset questions, and employers can then watch (and re-watch) the candidate's responses at their convenience. To prepare:

- Read and follow the instructions for the interview very carefully. Schedule your interview for a date that will meet the employer's deadline.
- Have your answers ready if you receive the questions in advance. If not, be prepared to answer the standard interview questions. Practice out loud in front of a computer webcam and consider recording yourself.
- During the interview, look directly at the camera and pay attention to the clock, since these interviews usually have a time limit to respond to each question.



TYPES OF INTERVIEW QUESTIONS

✓ OPENER/SELF-DESCRIPTIVE

Opening questions are generally similar, and because of this they are easy to be prepared for. Your answer should address your experiences, qualifications, and goals.

Examples

- Tell me about yourself and share why you want to work at [company/organization]?
- How would you describe yourself and your personal/professional goals?

✓ BEHAVIORAL

Behavioral questions are designed to see how you have handled challenges in the past and what you have learned from it. Though a past example is preferable, you may provide a theoretical case and the way you would handle it to show your critical thinking competency.

Examples

- Tell me about a time when you worked on a team.
- When was a time you had to work under pressure?

✓ NEGATIVE

Negative questions address one of your weaknesses or failures to determine if you have some level of self-awareness. You should also demonstrate that you are able to put into action a process for improvement.

Examples

- What would your previous employer/mentor/supervisor say were your greatest strengths, and what areas would they suggest need growth? And do you agree with those assessments?
- Tell me about a difficult circumstance you handled. What action did you take? What were the results?

✓ SITUATIONAL

Situational questions are designed to see how you would make decisions on the job. You may be given a situation or case and be asked to describe how you would handle it. It is advisable to give examples if possible.

Examples

- What would you do if you faced resistance or opposition when introducing a new idea or policy to a team or work group?
- What would you do if you found out a coworker was not contributing to a project?

✓ DISCIPLINE/DEPARTMENT SPECIFIC

Discipline/department specific questions are a great chance for you to demonstrate your knowledge of the organization or in your field. It is also a chance to better clarify why you are a good fit for the position.

Examples

- What are some challenges faced by professionals in this field?
- How are you staying up to date with news, pedagogy, or best practices in this area?

✓ CLOSING

Closing questions are always asked in some form. You should summarize your competencies, directly addressing why you are a good candidate.

Examples

- Why do you believe that you are a good candidate for this position?
- Is there anything else that you would like to add?