Types of Interviews

**Screening:** The purpose of a screening interview is to eliminate unqualified candidates who do not meet the requirements for the position or who would not be a good fit with the organization.

**Telephone:** Often used in the screening process to determine if the employer wants to invite you to interview on-site. Keys to successful telephone interviews:

- Give the interview your complete attention.
- Treat a phone interview as though you are interviewing in person (be professional, get dressed, etc.).
- Have your résumé and a copy of the job description nearby.
- The employer cannot see your body language; therefore, it is important to communicate your enthusiasm through your words and tone of voice. Stay confident, upbeat, and positive!

**One-On-One:** Standard type of interview, with one interviewer and one applicant. Your goal in this interview is to establish rapport with the interviewer and communicate your skills and qualifications, as well as your fit for the position/organization.

**Group:** This type of interview can include multiple interviewers and multiple applicants. It allows the interviewers the opportunity to observe your ability to “think on your feet” and interact in a group setting. The key to this type of interview is to make eye contact with each member of the group as you are speaking and do so in a relaxed and confident manner.

Ethics of Accepting Offers

Once you accept a position, stop interviewing. This is a professional ethical standard. If you have accepted a position verbally, but have not signed the contract yet, that acceptance still counts. Once you accept a position, an employer considers the position filled and will not interview other candidates. So, don’t accept any position unless you are 100 percent sure you plan to follow through.

**But, what should you do if you receive an offer from one employer, but you haven’t heard back about your first-choice job?**

1. Ask if you can get back to the employer in a few days, but don’t ask for more than a few. The company has other candidates for the position that they will want to interview if you don’t accept.
2. Call the first choice employer and ask where they are in their selection process.
3. If the first choice company cannot offer a position or give you any indication they plan to do so, then seriously consider accepting the offer you have.
4. Make a decision about the offer and call the employer with your choice.

Honest and straight-forward information is usually the best approach. If you decline an offer, be prepared to explain why another position was a better fit. Since you never know what your professional future may hold, maintain all connections with professionals.