



No matter what type of interview you're doing, make sure to take it seriously. Here are some tips to help you succeed in unique interview formats.

In-Person interviews

In-person interviews can take a few different forms: individual, group, or panel

Individual: 1-1 | Group: multiple candidates interviewing | Panel: multiple interviewers

- Dress well, interview well; ensure you are comfortable in your outfit (including shoes!)
- Bring multiple copies of your resume and your portfolio (if applicable)
- Have a pen and paper with you to take notes throughout the interview
- Research your interviewers beforehand to be familiar with who they are (LinkedIn and their company 'team' or 'contact' page is a great place to start)
- Arrive early; if possible, find where you are going the day before the interview to make the day of the interview less stressful. Practice your driving route, find where you are supposed to park, and route the walk from your car to the interview location.
- Bring notes with you, but do not rely on them during the interview. You can look them over before the interview, in a bathroom break, etc. Avoid reading them during the interview.

Phone interviews

These usually serve as a first step for screening candidates

- Find a quiet location (reserve one of our interview rooms, a library room, etc.)
- Check to make sure your phone is fully charged, and you have a reliable phone signal
- Listen to the interviewer, don't dominate the conversation
- Keep your voice calm, project and remember to breathe
- Have your resume and cover letter you used for this job in front of you, and be ready with a pen and paper to write down notes if questions arise
- Don't be deterred by awkward pauses! They are more likely to happen during a phone interview when you can't see each other.

Task Based Interviews

Sometimes, organizations will assign you a task or project to complete independently before moving on to the next interview or during the interview itself. The task is typically related to the work you would be doing in the role and is intended to evaluate your skills



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and ability to perform. Be sure to read the instructions carefully. It is okay to professionally ask clarifying questions if need be.

Virtual Interviews

Location

- Find a quiet location (reserve one of our interview rooms, a library room, etc.)
- Be aware of what is in the frame of the video (pay attention to background, noise level, etc. even if you plan to use an artificial background or the 'blur' feature)
- Dress well = interview well: Dress as you would for an in-person interview
- Be mindful of your body language; you want to come across as confident and professional

Eye Contact

- Look at the camera for eye contact, not your screen (You can place a sticker or a post-it next to your camera to give yourself something to look at!)
- Prop your computer/laptop up so you are on eye level with the camera. (You can move the window for your virtual interviewing platform as close to your webcam as possible! This way it will still "look" like you're making virtual eye contact.)
- You can choose to have notes up on screen during the interview, but be mindful of how this affects your eye contact
- Smile and relax!

Tech

- Know and familiarize yourself with the tool you'll be using before logging in (ex: Google Meet, Zoom, WebX, Teams, etc.). Use StandOut to help you practice
- Be prepared for technical difficulties and how you will address them. Have a backup plan!
- It is okay to ask them to repeat a question if you did not hear them the first time

Recorded Virtual Interviews

Every recorded interview will be slightly different, so be sure to read the instructions thoroughly. Follow the same virtual interview tips, and practice with StandOut (Accessible on Handshake).

Generally, you'll answer a list of pre-determined interview questions on camera. A question will be presented on screen (text or video or audio) and be given a set amount



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Approaching Different Types of Interviews

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of time and attempts to prepare and respond. The interviewer reviews your recordings independently.