

TYPES OF INTERVIEWS

PA CareerLink Pittsburgh/Allegheny County offers additional help and resources for interviewing. Please see our workshop schedule or contact a staff member for more information.

Quick Tips

- Be prompt
- Use firm handshake
- Don't lie
- Be confident
- Be prepared
- Dress appropriately

There are different types of job interviews you may experience during the hiring process. Here are the major ones and tips on how to handle them:

Stress Interview

This type of interview is deliberately trying to see how you handle yourself under stress. The interviewer could be sarcastic or argumentative, or may even keep you waiting. Be prepared for this type of interview ahead of time by remaining calm and relaxed. Do not rush any of your answers, and ask for clarification of a question if you need it.

One-on-One Interview

The interviewer wants to assess if you will fit in with their company and how your skills can complement the department. You want to establish rapport with the interviewer and show him or her that your qualifications will benefit the company.

Screening Interview

This is a process of weeding out unqualified candidates. Provide details about your skills and experience, and try to answer questions without offering additional information. The interviewer may challenge some of your qualifications.

Committee Interview

You will face several members of the company who have a say in whether you are hired. If several different people are asking questions, answer them individually. You do not need to address the group for your answers. However, make sure you are keeping eye contact with all of the committee members.

Group Interview

This type of interview entails having more than one candidate in the actual interview. Oftentimes, this type is used to uncover the leadership potential of prospective managers and employees who will be dealing with the public. Interviewers will be looking for those candidates who stand out in comparison to the group.

Telephone Interview

This is also a screening interview, where the interviewer is attempting to weed out unqualified candidates. The interview is generally qualification-based, so it is a good idea to have your resume in front of you so you can refer to different skills and accomplishments.

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