



Interview Prep for 5 Types of Interviews

PHONE INTERVIEWS



Often, an initial screening conducted by a human resource representative.

- Prepare a quiet space, fully charged phone, note-taking tools, resume & cover letter, and questions to ask.
- Create a list of your skills that match the job description.
- Communicate energy and enthusiasm in your voice.
- Speak slowly and clearly, no chewing gum, and end answers confidently instead of trailing off.

Often, a second and final step conducted by a manager or supervisor and future coworkers.

- Practice with the interviewer's platform, checking your video and audio.
- Prepare a quiet space with a simple background and camera at eye level.
- Practice answering common questions and prepare answers for behavior-based interview questions.
- Professional body language, no fidgeting noises or big hand gestures, smile, and look at the camera.



PRE-RECORDED VIDEO



Record a video of answers to interview questions on the employer's platform. The employer watches your submitted video later.

- Prepare a quiet space with a simple background, camera at eye level, and a strong internet connection.
- Maintain eye contact with the camera.
- Professional body language, no fidgeting noises or big hand gestures, smile, and sit up straight.
- Use the practice and re-record feature.

Often, a manager and future coworkers conduct as a second or final step.

- Practice driving to determine distance, traffic, and construction.
- Bring padfolio for note-taking, resume copies, reference list, questions to ask, and a cover letter.
- Connect with everyone you meet when you arrive.
- Professional body language, eye contact, a firm handshake, and interested.
- Practice answering common questions and prepare answers for behavior-based interview questions.



PANEL INTERVIEWS



May be used to assess your fit with culture and performance under pressure and to mimic job requirements.

- Find out names and job titles of panel members to research each one.
- Connect with everyone on the panel to create conversation.
- Be prepared for fast-paced questions and use positive body language.
- Prepare multiple, specific stories to highlight experience and skills.
- Bring padfolio for note-taking, resume copies, reference list, questions to ask, and a cover letter.