

Interviewing and Follow-Up

Types of interviews

- Informational Interviews – when you are asked questions and given information regarding the position you are interviewing.
- Screening Interviews – interviews (could be by phone) to ask questions that will determine if further interviews are granted.
- Panel Interviews – Consist of 2 or more individuals on a panel with each asking one or more questions to decide as a group who should be recommended for hire.
- Simulations and in-basket exercises – this type of interview will usually give you a problem and ask that you go through a process to solve it. It may also include a simulated task and ask you to complete it.

Question types

- Behavioral-based questions – these questions are based on discovering how an interviewee acted in specific employment-related situations. The logic is how you acted in the past is a good predictor of how you will act in the future.
- Personality questions – these questions are based on discovering how you react to certain situations that may arise in a work setting.
- Skill questions – These questions relate directly to the skills required for the open position. They may also be derived from your resume.

Interview attire

- Always dress for success – clothes should be clean and pressed.
- What you wear to the interview may relate to the type of job. For example, if interviewing for a manager's job, a coat and tie or dress is appropriate. If interviewing for a heavy equipment operator, clean business casual dress is appropriate.

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These are some potentially difficult questions you may expect:

- What do you think are your qualifications for this job?
- Tell me about yourself.
- What is your greatest strength/weakness?
- Why should I hire you?

There are many questions that may be asked, just be prepared for all and you will do fine.

Thank you letter

- Thank them for their time.
- Let them know you are still interested in the job.
- Have a thank you note ready so that at the end of the interview, all you need to do is address it and mail it.

Follow up

- Be courteous (wait at least one week before follow-up).
- May be done by phone or letter.
- Don't over do it.