

Types of Interview

There are different kinds of interviews. You will usually be informed of the interview format, if not then it's a good idea to ask so you can prepare appropriately. The following are some of the different types of interview that you may encounter:

Panel interview

Your interview is conducted by more than one person, typically between two and five individuals. Panel interviews are used by employers for several reasons, the main one being that it allows members of staff from different areas of the business to ask you questions and then collectively discuss your suitability for the role.

One-to-one interview

This is the most common type of interview. Your interview is conducted by one person and usually consists of the interviewer asking you questions about the information you have given on your job application or CV. Usually, interviewees are given the opportunity to ask questions at the end of the interview.

Competency based interview

In a competency-based interview, the interviewer will ask you questions that are designed to find out how you have used specific skills in previous work or personal situations and how you approach problems, tasks and challenges. Competency based interviews are becoming increasingly common.

To find out how to shine at a competency based interview, it's useful to learn the STAR technique (www.myworldofwork.co.uk/getting-job/tutorial-how-be-star-interview).

Telephone/Skype Interview

This could be either a one-to-one or panel interview. If a video call, you will need to look presentable – don't wear your PJs! Again, prepare answers to likely interview questions. Have your CV or application form to look at and give plenty of detail in your answers.

Group interview

If you are invited to a group interview, you will be interviewed with other candidates. A group interview will often begin with the interviewers giving a short presentation about the company. After that, they may speak to each candidate individually and ask them a few questions.

One of the most important things to know about this type of interview is that the interviewers are constantly observing you during group tasks and judging how you interact with other candidates. Are you a good team player? Are you a natural leader? How well do you communicate with others?

Psychometric Testing

Sometimes this method is used in the recruitment of apprentices. It is used by employers to identify suitable candidates for a job and to evaluate the candidate's performance.

The main tests are:

- **Aptitude test:** Can include numeracy skills, a verbal test, literacy skills, reasoning tests and more.
- **Behavioural tests:** There are several different tests depending on the job you are applying for, including personality questionnaires, motivation tests and leadership tests.

At the Interview

Things to remember when preparing for your interview:

- **Arrive on time** - First impressions are everything so make sure you leave plenty of time to arrive for your interview at least 10-15 minutes before it starts. It is a good idea to make sure you know where the interview is being held and how you will get there. You can time how long it takes to get there prior to the date of your interview.
- **Body language** - be aware of your body language throughout the interview. A good handshake and eye contact can go a long way.
- **Speak clearly** – don't mumble or speak too quickly.
- **Bring notes** - brief points about the company or questions you would like to ask the interviewer. Take a copy of your CV, but don't refer to it while in your interview – use it to refresh your memory while you are waiting.
- **Focus on your strengths** - Be positive and believe that you are the best person for the role.
- **Dress to impress** - Look like you belong in the company you are being interviewed for.
- **Ask questions** - Come prepared with some questions to ask as it will show you're genuinely interested in the role.