



Twardowski Career Development Center
West Chester University
West Chester, PA 19383-4230

610-436-2501
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www.wcupa.edu/cdc

COMMON TYPES OF INTERVIEWS

PHONE INTERVIEWS:

- Do all the preparation you would for a regular interview
- Make sure you are in a quiet place, preferably a desk, with a copy of your resume and a 'cheat sheet' of what you definitely want to highlight in the interview
- Have a pen and paper handy for any short notes or follow up instructions
- Turn off call-waiting and make sure your phone is charged
- Turn off any potential noise-makers—TV, radio, alarm clocks. You should be the only one in the room during the interview.
- Speak slowly and clearly. Smile—smiling will change the tone of your voice.
- Convey more enthusiasm and energy through your voice—interviewer(s) cannot see your body language
- It is okay to be quiet after your answer, if the interviewer is not picking up on that, make sure you mention that that you have answered the question. “Does that answer your question?”
- Pay attention to your posture in the chair and how you dress. It can add to the overall effect of your phone presentation.
- Avoid chewing gum, getting a drink or use slang
- Don't forget to prepare questions for the interviewers
- Be sure to thank the interviewers for their time and the opportunity

PANEL INTERVIEWS:

- Do all the preparation you would for a regular interview
- When answering questions, be sure to make eye contact with each interviewer, and especially the interviewer asking the question
- If possible, send a thank you note to each of the panelists. It is okay to ask them for business cards at the end of your interview

LUNCH/DINNER INTERVIEWS

- Do all the preparation you would for a regular interview
- Know the setting – office, restaurant, company cafeteria, where you will be interviewed. If possible, check out the menu beforehand
- Don't order items that are messy or hard to eat. If your interviewer eats there regularly, ask for a recommendation to get a flavor for what he or she might be ordering.
- Don't drink alcohol, even if everyone orders it but you
- Be polite to your server and treat him or her with respect
- Let the interviewer guide the conversation and start the interview
- Be sure to give the interviewer your undivided attention



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- If an accident does happen, don't dwell on it and have a sense of humor. It's an opportunity to show the interviewer how you handle stressful situations!
- If you have been invited for the interview, your interviewer will pick up the tab. Avoid ordering the most expensive dish on the menus, order ones that will be easiest to eat.
If the interview is in a cafeteria setting, pace yourself so that you are ready to go to the cashier at the same time as your interviewer. Let him or her get in line first so the transaction can be handled smoothly.
- Practice basic dining etiquette