

CAREER SERVICES INTERVIEW ESSENTIALS

What is an Interview?

An interview is a session where you meet with the employer and get to know each other. This is usually through questions asked by the employer and yourself. There are 2 basic types of interviews:

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| Screening Interview | <ul style="list-style-type: none">• 30 minutes to an hour in length.• Allows employers to determine if you “match” with the company’s interests, image, etc. |
| Selection Interview | <ul style="list-style-type: none">• Often longer than a screening interview, possibly one or more days on site.• Usually with higher level officials.• Sometimes conducted as a panel interview with several officials asking questions. |

The Interview itself has three different sections:

1. **Opening** – establishing rapport. Glance around the office for commonalities (*i.e.* photos, diplomas, etc.).
2. **Body** – question and answer period. Prepare some questions to ask the employer.
3. **Closing** – wrap-up and give you information on the continuation of the process.