Types of Interviews

Phone, Video, AI Recorded

**Phone**

Phone Interviews are becoming a major part of the interview process. Typically, these type of interviews range between 20-30 minutes with 5-minutes for questions.

**Tips**
- Be ready 10-15 minutes beforehand, with the position description printed out or easily accessible and a glass of water
- Limit the amount of distractions when talking with the interviewer(s), if possible
  - Notifications, background noise (e.g. pets, traffic, friends, music, etc.)
- Remember, it is a conversation not a script
  - Don't sound like your answers are written out word for word. Instead, jot down notes of experiences you want to highlight!
- Smile while talking so your excitement echoes through your voice

**Video**

We all know that companies and universities are conducting more business through video technology. Be comfortable with using platforms such as Google Hangout, Zoom, Microsoft Teams, Skype, or WebEx.

**Tips**
- Test your technology and internet connection with a friend or family member.
- Set up the scene and minimize distractions. Find a brightly lit room.
- Dress as if you are in the same room as the interviewer.
- Monitor and adjust your communication
  - Be aware of what your verbal and nonverbal communication is saying

**AI Recorded**

This style of interviewing allows companies to assess a large number of potential candidates more efficiently. These interviews involve a series of pre-recorded questions and candidates roughly have 30 - 60 seconds to prepare their response.

**Tips**
- Practice, practice, practice.
  - With AI recorded interviews, you may have a time limit on your response
- When giving an answer, include include keywords from the job description
- A great skill to respond to questions is to utilize the S.T.A.R. Method
  - Ensure that you explain and share the Situation, Task, Action, and Results
- Be expressive, speak clearly, and show your personality.
- Prepare for the interview by recording your responses and playing them back.
  - In fact, log into Business JobLink and start practicing with a mock AI interview

**Resources**

- Interview & Negotiate. (2021). [https://www.udel.edu/students/career-center/students/interview/](https://www.udel.edu/students/career-center/students/interview/)