

Types of Interviews

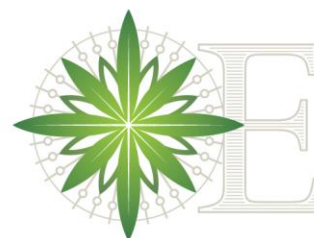
There are different types of interviewees that employers can use when interviewing a potential employee. Discussions with past graduates of Endeavour College of Natural Health and their employers indicates that the types of interviews endeavour students usually attend are panel, one on one and phone interviews. These types of interviews are described below:

Panel Interview

- The Panel interview typically includes three to four staff members from the business who conduct the interview.
- The layout of the room usually has panel members situated around a large meeting room table with the interviewee at the end of the table (there are numerous variations of this layout).
- One person on the panel will be the person in charge of the interview and is often referred to as the Chair of the interview or Chair of the panel.
- The Chair can be: the owner of the business; the person the successful applicant will report to; the manager of the business; the manager of that section of the organisation.
- It is the Chair's role to introduce the other panel members and outline the format for the interview.
- Each panel member will usually ask questions throughout the interview. Other panel members may also ask further probing questions depending on how you answer the question asked.
- During the interview panel members will often take notes to refer to after the interview to reflect on your suitability for the role.
- Once all the questions have been asked the Chair will then give you the opportunity to ask questions.
- Once you have asked your questions the Chair might give you the opportunity to add any additional information. In this case, you could respond with a positive statement of why you are the ideal candidate for the position.
- On conclusion of the interview thank the panel for giving you the opportunity to attend the interview and if appropriate shake their hands when leaving the interview.

One-on-One Interviews

- A one-on-one interview involves one person guiding the applicant through the interview process. This can be formal interview or an informal 'catch-up' possibly over lunch or a coffee. Informal interviews involve a less planned approach to asking questions.
- Even if the one-on-one interview is informal, all meetings with a future employer must be prepared for in the same manner that you would follow if you were preparing for a panel interview.
- It is important that you are prepared to answer all questions asked regardless of the nature or structure of the one-on-one interview.



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- If the interview is held over lunch, be conscious of your manners as the employer will be watching how you interact in a social environment. In this scenario, it is important to choose something that is easy to eat.
- If the employer is paying for lunch don't over order, or order the most expensive items on the menu.
- Even if the one-on-one interview is informal you can still ask the interviewer questions to verify your interest in working for the organisation.
- On conclusion of the interview thank the employer for lunch/coffee and for giving you the opportunity to meet with them.

Phone Interview

- Phone interviews are used to interview out of town applicants or to reduce the number of applicants that will be attending the in-person interviews.
- The phone interview can follow the same procedure as the panel interview or a less structured one-on-one interview.
- The phone interview needs to be prepared for in the same manner that you would follow if you were preparing for a panel interview. This will allow you to be prepared to answer all possible questions.
- Employers will be looking for a calm, confident telephone manner and an intelligent set of responses to their interview questions.
- Use a contact phone number that you will be able to answer at the scheduled interview time.
- It is important to speak clearly and ask the interviewer to repeat the question if you did not hear them clearly.
- Once you are asked a question, resist answering quickly to avoid the silence on the phone. It is important to reflect on what the question is asking before answering it.
- When you have answered the question, employers often remain quiet in phone interviews to see if you will add further information. It is important to provide more information if you believe it is relevant however be mindful not to 'waffle on'.
- Practice with a friend asking interview questions over the phone so you get use to answering questions without seeing the interviewer/s or being able to read their body language.
- If your interview is successful, the employer will either schedule a face-to-face interview or meet you in person before you are offered the position.