Besides the traditional face-to-face interview, employers will utilize a variety of different kinds of interviews to effectively screen candidates at different points of the interview process. It is important to know about these different types of interviews in order to better prepare yourself for interviewing success.

PHONE AND DIGITAL INTERVIEWS:
A phone or digital (i.e. Skype, FaceTime, Adobe Connect) interview is a common way for employers to conduct an initial screening interview, or may also be utilized in a remote job search. The following tips will be important as you prepare for a non-face-to-face interview.

**How to Prepare**
- When setting up the interview, clarify the time (and time zone), who will initiate the call, and the name and position of the person you will be speaking with.
- Find a quiet, private place to conduct the interview – feel free to reserve an interview room in the BCSC!
- If doing a digital interview, ensure that the background the employer will see is not distracting and that you have a flattering camera angle.
- Verify that you’ll have a strong cell phone or internet connection in the location where the call will take place – test this beforehand with some test calls.
- Conduct research on the company, prepare questions to ask during the interview, and practice potential interview questions.

**INTERVIEW DAY**
- Dress for success, whether it is a phone or digital interview. For a digital interview, dress as you would for a face-to-face interview – they will be able to see you. For a phone interview, it is still good to dress the part!
- Sit down and settle in your designated interview location 3-5 minutes before the start time
- Make sure you are there on time and that you take the call immediately – no exceptions!
- In a phone interview, convey enthusiasm, both verbally and with your tone. This information is usually communicated with non-verbal cues in a face-to-face interview, and is vital to an interviewer feeling comfortable to pass you to the next round.
- In a digital interview, make sure to smile and look directly at the camera to imitate eye contact.
- In a phone interview, it is ok to utilize notes, but have them organized and easy to refer to if needed. Do not use notes in a digital interview.
- Treat it as if it is an in-person interview!

**FOLLOW-UP**
- Send a thank you letter or e-mail within 24 hours.

**ON-SITE INTERVIEW**
Most companies will include a second level on-site interview as a part of the hiring process. These interviews allow the employer to get a more in-depth assessment of you as a candidate, but also allow you an opportunity to see the company and some of its people first-hand in order to make an informed decision.
ARRANGING THE TRIP
• One person will generally be your point of contact to arrange the trip – often a recruiter.
• Companies should schedule and cover the cost of all arrangements for your visit, including flight and hotel if necessary.
• If anything at all is unclear, make sure to be in touch with your contact person to clarify.

EVENING PRIOR (IF AN OVERNIGHT TRIP)
• Many companies will host a dinner with company representatives and other potential candidates the evening prior to your interview. This is designed for you to meet other employees in a more relaxed environment.
• Remember, this is still part of the interview process and you are being evaluated on your social graces, manner of speech, ability to converse, and maturity.
• Use alcohol in moderation (if you are of legal age), and avoid controversial topics such as religion or politics.

INTERVIEW DAY
• Most companies will schedule three to five hour-long interviews with various levels of management. However, the interviews may be longer or shorter.
• Group interviews with multiple candidates are also common.
• You may be asked the same question by multiple people throughout the day, but you must still answer as well as you did the first time on the fifth time.
• Some companies will also conduct personality or aptitude tests or have you give a presentation. More often than not, you will know this ahead of your arrival.
• The last meeting of the day will often be with your contact person to answer any final questions, discuss next steps in the process, and take care of additional details.

FOLLOW-UP
• Most companies will reimburse you for incidental expenses such as mileage, parking, cab fares, etc. Make sure to keep all receipts.
• Items such as room service, personal entertainment, or alcoholic beverages are typically not covered by the company.
• Companies will see an expense report after a visit, and high expenditures for ordinary items are generally frowned upon.
• Send a thank you letter or e-mail to your contact person, as well as everyone you met and talked to that day, within 24 hours.