



Career Services

## Essentials of Group Interviewing

### About the Group Interview

There are **2 types** of group interviews:

1. **Type 1:** includes other job candidates and one or more interviewer in the same room.
2. **Type 2:** is called a panel group interview or panel interview conducted by an interviewing panel.

### Tips for Group Interviews

- Before the interview introduce yourself politely to the other candidates.
- Be seen as an active participant rather than merely an observer.
- Appear confident not aggressive.
- Don't dominate the conversation or interrupt the other candidates.
- Take criticism and give constructive feedback.
- Give praise and acknowledge valuable contributions of other candidates when appropriate.
- Avoid obvious power conflicts and stay cool under stress.
- Be aware of your body language.
- If someone makes your point first, think of a statement to add to this point.
- Prepare meaningful questions to ask.
- Do background research about the site to help you plan your questions and answers.
- Be aware of the interviewers throughout so you can catch any important cues.

### About the Panel Interview

Each panel member will take turns to ask questions relevant to their interests and after the interview the candidate can be discussed and rated from each member's perspective.

- They are often used in the public sector as they are perceived to be more culturally fair because of the possible diverse demographics of the people on the panel.
- It can be an effective way to determine how well the candidate handles stress and how the candidate interacts with a diverse range of individuals.
- It tends to be more detailed, thorough, and rigorous interview as the candidate faces questions from different panel members.
- Send a thank you letter to each interviewer ASAP after the interview.

### Tips for Panel Interview

- **Technique # 1: Eye contact:** Start answering questions while making eye contact who asked the question, then around to the other interviewers and finish answering the question while making contact with the person who asked the question.
- **Technique # 2: Ask Questions:** Determine the leader of the group, and direct questions to her/him at the end of the interview.
- **Technique # 3: Remain Focused:** The good/bad cop scenario is when one interviewer is friendly and another is harsh. Keep your cool.
- **Technique # 4: Respect Silence:** Do not feel the need to fill every empty space.
- **Technique # 5: Closing the Panel Interview:** At the end of the job interview ask the question "*Is there any other information you would like?*" Let your eyes go from one panel member to the next as you wait for their response. Shake hands and thank each interviewer personally at the end of the interview, again using each person's name. Get each person's business card so that you can properly address a thank you letter to each panel member.