

## Table of Contents

<b>About This Document .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>2</b>
<b>Terminology .....</b>	<b>2</b>
<b>General Guidelines for Interviewing.....</b>	<b>3</b>
Top 10 Interviewing Tips.....	4
Common Misconceptions that Sabotage Interviews.....	6
Two Ears, One Mouth .....	7
Confidentiality .....	7
Interviewing & the Law.....	8
Situational vs. Behavioral Interviewing .....	9
<b>Phone Screen Interviews .....</b>	<b>10</b>
Advantages.....	10
Types of Phone Screens & Who Does Them.....	11
Detailed Phone Screen Interview Goals .....	11
Creating Phone Interview Questions.....	12
Conducting Phone Interviews .....	12
<b>In-Person Interviews.....</b>	<b>13</b>
Round 1 & Round 2 Interviews .....	13
Panel Interviews – Pros & Cons.....	14
Presentation-Style Interviews.....	16
<b>Tips for Interviews using Skype or Video Conferencing.....</b>	<b>17</b>