



Basic Interview Formats

Structured vs. Unstructured

Structured

Structured interviewing involves approaching the interview with a pre-planned agenda. The interviewer knows ahead of time what he/she will ask the candidate and tries to stick to the agenda. Some interviewers will ask the questions in order, and others will take a more relaxed approach, but are still sure to address all of the pre-planned questions. This type of interviewing style generally provides the interviewer with the information needed to make the hiring decision. It is also important as a defense against discrimination in hiring and selection, because all applicants are asked the same questions.

Unstructured

In an unstructured interview, the interviewer does not have a prepared agenda, but rather allows the candidate to set the pace of the interview. This style of interviewing does not always provide the interviewer with the necessary information. In addition, the lack of structure makes it difficult to compare and rank applicants because they are not responding to the same questions.

Traditional vs. Behavioral

Traditional

In a traditional interview, candidates are asked a series of questions which typically have straight forward answers like:

- What are your strengths and weaknesses?
- What major challenges and problems do you think you will face in this role?
 - How will you handle them?
- Describe a typical work week.

Behavioral

Behavioral interviewing asserts that, "The most accurate predictor of future performance is past performance in a similar situation." The employer has decided what skills are needed in the person they hire and will ask questions to find out if the candidate has those skills. The interviewer seeks how the candidate *already handled* a situation, instead of what they *might* do in the future.

Traditional	Behavioral
How <u>would</u> you behave?	How <u>did</u> you behave?