

Guidelines for the organization of Work Based Learning initiatives

Guidelines for Students

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CHAPTER 1 – INTERNSHIP

1.1 - Why an Internship is Valuable

Working as an intern is a valuable experience that helps to receive boundless training opportunities. One of the most significant benefits of doing an internship is that it helps to realize the importance of a career students are pursuing, either at home or abroad. Understanding the significance of working abroad undoubtedly makes interns feel even more passionate about their future, as they have a chance to get a different perspective on what it is to work in a foreign country. [2]

Students are encouraged to get as good grades as possible from a very young age. However, having good grades does not guarantee that in the future they will be great employees. [9]

39% of employers state that the lack of experience is why they face a shortage of possible candidates. [1]

If a relevant internship is included on a CV, it will give a competitive advantage over all the other candidates applying for the same position. Employers understand that graduates who do not have any practical experience may lack the skills required to perform assigned tasks competently. While getting good grades might have pleased your parents, it is not going to impress your employer. Employers generally do not place a great importance on what you have learned from textbooks. Instead, they are more interested in knowing whether you have real-world experience.

Employers place great value on internship experience as it provides practical skills which are not acquired in a school setting. [9]

Internships are the best way to show potential employers that you can function well in a work environment, and that you are committed to a career in the given industry. Often, an internship can directly lead to a full-time job at your host company (studies revealed that students have a 7 in 10 chance of landing a job at the company which they did an internship at [5]). Even if it is difficult to gain internship experience, volunteering is also a great way of learning new skills such as leadership, teamwork, time management and real-world business. [9]

The top benefits of doing an internship:

- It provides a higher chance of finding a good job because of new and improved skills;
- It is a great help in finding out whether a particular job is currently in demand and has promising future;
- An internship is a win-win for both the student and the company, as it helps to test out whether a working relationship is possible before committing to it fully;
- It gives interns real-world experience which helps to apply newly-acquired knowledge, learn more about the industry, and develop various new skills such as communication, discipline and efficient time management;
- An internship helps to create a network full of references from the individuals that interns worked with. Such references may provide them with recommendation letters and introductions that will help to find new opportunities in the future. [9]

1.2 - How to Find an Internship

When starting to look for an internship, it is important to find out whether it is related to the field that you want to pursue a career in after you graduate. [9]

How to find an internship:

- **Go straight to the company** you want to intern with. Send them a speculative letter or email with your CV attached explaining why you want to intern with them. Better yet, give the company a call, asking to speak to the person who co-ordinates internships. People can ignore emails for days and weeks, and once you have somebody on the other end of the phone, it is a lot easier to get quick answers to your questions.
- **Ask around people** you already know. Perhaps your parents have a friend who works in the industry you want to intern in, or maybe your elder siblings work in a similar industry to the one that you want to work in. It may not be as straightforward as this in reality, and you may need to find out some additional information by asking your friends' parents as well, but it is possible that someone in your social circle will help you find an internship.
- **Use your school/college/university careers service**, or visit the website with announced vacancies of internships. Usually coordinators in career centres can advise which company is working with the field that you may be interested in, and they can also help to prepare when applying for an internship.
- **Look at employment and internship websites** which companies use also for seeking interns. [4]
- **Announce about your interest** in searching for an internship on social media platforms (like LinkedIn profile status) and/or employment websites.
- **Participate in the events** organised by universities and/or colleges such as Open Days in Companies or Career Fairs. Companies gather there to seek for talents, interns and potential employees. These kinds of events may help to find out more about various companies, and sometimes it is even possible to ask personally about the chances of becoming an intern, and what specific requirements to become one are, etc.

Additional material:

- Loretto, P. 8 Ways to Find an Internship. 2018-04-27 <https://www.thebalancecareers.com/ways-to-find-an-internship-1986877>
- Travel scholarships & financial resources: <https://www.goabroad.com/scholarships-abroad>
- 15 Best Internships in Europe for 2019: <https://www.goabroad.com/articles/intern-abroad/best-internships-in-europe-2018-2019>
- The 10 Best Websites For Finding An Internship. <https://www.forbes.com/sites/susanadams/2015/01/30/the-10-best-websites-for-finding-an-internship/#48a8e9281b44>
- Internships.com <http://www.internships.com/>
- European funding guide <http://www.european-funding-guide.eu/internship>

1.3 Criteria for Choosing the Right Internship

When choosing a college or university major, it is important to explore various listed possible career paths that students may decide to follow after graduating. By undertaking international internships, you will be surrounded by mentors that can teach you everything that is needed to know about any career path pursued. Do not let far-away locations of an internship stop you from interning with an organization that can possibly open the door to real-world lessons down the line. There is a lot that can be learned from interning abroad, and the experience can help improve your CV. [9]

When choosing the right internship, these are the questions that you may ask yourself:

- What will I experience during the internship?
- Who will be my internship supervisor?
 - For how long they have been supervising other interns.
 - How many interns they supervise each semester.
 - What kind of management style they have.
 - What kind of projects they assign their interns to.
 - How many previous interns they have offered full-time job positions at the company.
- What key skills will I gain from the Internship? [8]

Money should not be considered the deciding factor when choosing an internship. Gaining useful experience is what interns should be aiming for. Whether the internship is abroad or at home, the value it will add to interns' CV is undeniable.

References:

1. Bessen, J. Employers Aren't Just Whining – the “Skills Gap” Is Real. 2014-08-25
<https://hbr.org/2014/08/employers-arent-just-whining-the-skills-gap-is-real>
2. Dick, K. 15 Best Internships in Europe for 2019. 2017-07-27. <https://www.goabroad.com/articles/intern-abroad/best-internships-in-europe-2018-2019>
3. Interns and outcomes: Just how effective are internships as a bridge to stable employment? EMPLOYMENT Working Paper No. 241. Date issued: 2018-08-09
https://www.ilo.org/employment/Whatwedo/Publications/working-papers/WCMS_637362/lang--en/index.htm
4. How to find an internship. <https://www.allaboutcareers.com/careers-advice/internships/how-to-find-an-internship>
5. Smith, J. Internships May Be The Easiest Way To A Job In 2013. 2012-12-06. [Link](#)
6. Top tips: how to write a perfect CV and cover letter. <https://www.theguardian.com/careers/careers-blog/cv-cover-letter-tips-how-to-write-perfect>
7. UK graduates and the impact of work experience. A report to the HEFCE by the Centre for Higher Education Research and Information (CHERI). December 2002. [Link](#)
8. Vogt, P. Which Internship Is Best for You? <https://www.monster.com/career-advice/article/best-internship-for-you>
9. Why Internship Experience Is More Important Than Ever. <https://www.careerup.com/why-internship-experience-is-more-important-than-ever/>

CHAPTER 2 - DOCUMENTS FOR INTERNSHIP APPLICATION

Making a good first impression is undeniably very important when applying for an internship. The first chance for a supervisor to get acquainted with a potential intern is by looking through the documents sent in for the internship application. Therefore, all of the documents prepared by the candidate such as a CV or a motivation letter should be strictly related only to the internship pursued. If the documents contain any irrelevant information, the chances of making a good first impression become significantly lower.

It may be quite hard to decide what kind of information may be deemed irrelevant. However, sometimes it is even more difficult to select the facts about yourself which the supervisor must know when applying for an internship. When this happens, it is helpful to talk it over with a friend or someone you trust, as other people's opinion may be helpful in order to prepare the documents as well as possible. It is also helpful to show them a copy of your CV or other documents and ask for their opinion on the contents. Other people might see the situation from a different perspective and give an unbiased opinion which may help to improve your application documents.

2.1. Curriculum Vitae

A Curriculum Vitae (CV) is one of the most important documents in a job or an internship search process. Usually, a CV is the first chance to present yourself as a potential intern or an employee for the company. A well-written CV is a great opportunity to make a great first impression and secure yourself an internship interview. [7]

A regularly updated CV on social platforms is as personal marketing document. According Oliver Meager, head of the permanent hiring division at Capita IT Resourcing:

It is quite important to concisely provide examples of your best work, often from a numbers perspective. If this can be packed with key skills, this will enable particular CV to reach the top of a CV search. For example, if a recruiter is looking for a front end web developer with Java, JavaScript, CSS, HTML etc., he/she will search all those key terms as well as location. Using numbers to back up examples will help to push CV to the top of the pile when recruiters are searching. [8]

It is clear that knowing how to market yourself well with your CV is a helpful tool when applying for an internship or a job. All personal growing achievements and competences outlined in your CV can be noticed by prospective employers, usually HR managers or head-hunters, who at some point may reach out to you with a job offer.

How to develop a personal marketing strategy:



Mindaugas Juodaitis, JSC WEB Partner CEO [9]

<https://www.youtube.com/watch?v=XrKWPY1yZzQ>

In addition to a CV, employers or internship supervisors may also ask for a motivation letter, a resume, a filled application form or other important documents (be aware of the requirements in the advertisement presented). [7]

Supporting documents to send with a CV which give an upper-hand against other candidates when applying for a job or an internship:

- Motivation letter (cover letter)
- Certificates
- Recommendations

Tips for writing a successful CV:

- The ideal **length of a CV** is 2 pages. If an applicant does not have much work experience, 1 page is also good. Ultimately, a well-written CV should highlight why a candidate is suitable for the position without overcrowding it with irrelevant information.
- **A professionally taken CV photo** gives a good impression to the recruiter. A CV that includes a photo can help to develop a candidate's personal brand. Nevertheless, in some countries like the UK, it is not common practice to include a photo on a CV.
- **Name and surname** should be included at the top of the page. Also, instead of titling a CV "Curriculum Vitae", it is better for applicants not to have their name as the title so that there would be extra space for listing experience, achievements and competences.
- **Contact details** on a CV are extremely important as well. An applicant's telephone number and e-mail address must be included; however, indicating the exact home address is not necessary, as simply stating the town and/or the country is enough.
- **Age and marital status** may not be included on a CV, since these characteristics are protected under the Equality Act 2010. Age and marital status do not affect a candidate's ability to do the job. Employers or internship supervisors may ask for personal details, but an applicant can choose not to answer these kinds of questions.
- **Personal profile** is usually placed right below an applicant's name and contact details. It briefly describes the candidate in several sentences: who he/she are, what he/she can offer for the company, and what his/her career goals are. [7] The profile section gives a brief introduction about the applicants and some information on their academic background. A well-written personal profile is a good chance to grab the attention of a recruiter. Applicants may write one or two sentences that summarise their work experience and skills. Displaying unique achievements is a good way to interest recruiters too. Also, facts that are relevant to the job or the internship applicants are applying for may be included as well. [8]
- **Work experience** section begins with the most current job or internship experience which is relevant to the position the candidate is applying for (starting/finishing dates, company name, position and responsibilities); then, older working or interning experience should be listed.
Dasha Amrom, founder and managing director of Career Coaching Ventures, states that: "In a graduate CV the candidate should be able to demonstrate academic credentials along with some work experience/internships/voluntary engagements that they may have undertaken parallel to degree. Work experience is becoming more and more important for employers when they screen potential candidates for graduate full-time positions". [8]
- **Education** section should be written in reverse-chronological order as well. The names of the institutions attended, academic degree or study programme, and the starting and finishing dates are usually included in this section. Some of the most relevant assignments or projects completed could be listed too.

- **Certificates** of achievement or for having attended seminars can be mentioned either in the education section or listed separately as qualifications. Applicants should include both the duration and the dates when they obtained them. In order to explain certificates' relevance to the position applicants are applying for, a brief description of each one of them may be provided. However, this section should not overshadow other parts of a CV.
- **Language skills** can be described by indicating an applicant's language level in speaking, listening, writing and reading: either basic, good or perfect. According to European Qualifications Framework, there is also common practice to assess language skills by following the Common European Framework for Languages standard (from A1 to C2). EFRL for self-assessment can be found here: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>.
- **Skills section** can be included right below personal profile or work experience section. Applicants may list and specify 4-5 abilities which relate to the position they are applying for.
- Putting **hobbies** on a CV is optional, but this section may help an applicant to stand out when he/she has a similar experience level with others. Applicants can include some of their hobbies that motivate or interest them. It is best to include the hobbies that are in some ways related to the job or the internship they are seeking.
- **The design** of a CV should match the position that candidates are applying for. A creative, colourful and playful CV matches the position of a graphic designer quite well, as it demonstrates a candidate's creativity and graphic design skills. Meanwhile, a simple CV design matches other more formal job positions.
- Regarding **the content** of a CV, it is very important for applicants to put important information about themselves without overloading it with irrelevant facts. If an applicant who is applying for a job as an event manager has a lot of high school experience in organising events, it is great to include it that on a CV. Nonetheless, if an applicant has employee experience in the same field, his/her high school experience should not overshadow the more recent working experience.
- **Submitting a CV with other supporting documents.** If the application documents are written in Word format, it is better to convert them to PDF before sending by e-mail. PDF is one of the most widely used formats for sending documents online, because it can be opened on any device. If a candidate must bring a hard copy of your CV to an interview, it is better to use colour printing so that the CV photo would look more professional and memorable.

Forms of a CV:

- **Europass** is an initiative that aims to help applicants make their skills and qualifications clearly understood throughout Europe using a standard CV structure in 27 languages. Europass CV and other four widely used portfolio documents (Language Passport, Europass Mobility, Certificate Supplement, and Diploma Supplement) can be created as an electronic portfolio on the Europass website. [2] It is simple to update your personal portfolio and share it with other people. <https://europass.cedefop.europa.eu/documents/CURRICULUM-VITAE/TEMPLATES-INSTRUCTIONS>
- **LinkedIn** is a business and employment-oriented social platform. Individuals and companies use this platform to highlight their professional achievements and share job postings. An individual's personal profile can be evaluated by other people as well. HR managers, business partners or head-hunters can easily go to a potential employee's platform. Thus, it is good to create an eye-catching profile that would help to expand your brand. LinkedIn allows you to put recommendations from previous employers on your profile, cultivate network and build relationships with companies. It is easy to create an account on this platform and contact potential employers or HR managers. www.linkedin.com

Creative CV templates for writing a CV in Word/PDF format:

- <https://www.myperfectresume.com/build-resume/choose-template>
- <https://www.templatemonster.com/blog/30-creative-free-printable-resume-templates/>
- <https://www.templatemonster.com/blog/best-resume-templates-for-word-that-look-like-photoshop-designs/>
- <http://www.cvtemplatemaster.com/cv-template/>
- <https://www.theguardian.com/careers/cv-templates>

Additional material:

- Tips on how to write a CV after graduating. Graduate CV template by Cheary M. Available at: <https://www.reed.co.uk/career-advice/graduate-cv-template/>
- Five steps to the perfect graduate CV. Available at: <https://www.theguardian.com/careers/2015/may/11/five-steps-to-the-perfect-graduate-cv>
- Should I use a template to write my CV? by Purewal S. Available at: <https://www.reed.co.uk/career-advice/should-i-use-a-template-to-write-my-cv/>
- CV templates to fit every stage of your career. Available at: <https://www.monster.co.uk/career-advice/article/cv-design-and-formatting>

2.2 - Motivation Letter

A motivation letter, a motivational letter or a letter of motivation is a letter of introduction attached to, or accompanying another document such as a resume or a CV. The main purpose of a motivation letter is to persuade a potential employer that you are the most suitable candidate for a given position when faced with hundreds of other candidates. [10] Sending your CV without a motivation letter is like meeting a potential employer for the first time without introducing yourself. [3]

Structure of a motivation letter:

It is good to write a dynamic motivation letter, since there is an average of just 20 seconds to impress the recruiter or employer reading it. It is better to keep it short and precise, maximum 1 page, preferably a little bit under.

Content of a motivation letter can be structured in two different ways:

1. Having 3 paragraphs: An Introduction, the Body, and a Conclusion.
2. Having 3 to 7 shorter paragraphs that are concise and express relevant information for the position you are applying for. Try to include between 1 and 3 sentences per paragraph in this format.

Choosing whichever structure, try to focus the content on the following ideas which will increase the chances of motivation letter being read and getting that long awaited interview:

- Employers are looking for someone who could solve a problem or to increase the team. Read all the recent news about the company and find as much as possible about why it has this particular opening. Show in the first part that you are aware of the problem/challenge the company is facing to have the recruiter's attention.
- Offer the employer the solution to the problem which has to be YOU. Think about all the skills, achievements or education that makes you the perfect candidate to solve their challenge. Focus on all the awesome benefits they will get by hiring you.
- Communicate confidence, proficiency and a high interest towards the company and the position offered. You should appear confident in your letter from the first to the very last paragraph. [5]

Steps of writing a motivation letter:

1. Make a list of key characteristics of the role you are applying for;

2. Learn more about the organization: its culture, what it does and its people (its official website is a good starting point);
3. Match the key characteristics of the role to you, by detailing where you have relevant and/or appropriate experience. Remember to include what you did and what you achieved that could help you stand out for this role. Put yourself in the shoes of the interviewer and think about the benefit you can bring to him/her and to their organization.
4. Write the motivation letter according to the structure chosen. Use the list of key characters and the information gathered about the organization.
5. Read the final version of your motivation letter and look for any grammar or spelling mistakes. Check if you have included all your contact details. Is your letter clear and concise? Does it highlight your achievements and demonstrate the value you would bring to the role? If the answer to either of the last two points is 'No', reword it. [1]

The most important points to include on your motivation letter are:

- Your name and contact details;
- The name of the company you are applying to and its address;
- Date of sending the application;
- Dear Sir/Madam (or their name if it is known);
- Content (this will be explained in more details);
- Sign-off: if you know the name of the person you are addressing, write "Yours sincerely". If you do not, it is "Yours faithfully". [5]

According to Jonathan Burston, founder of Interview Expert Academy:

It is good to write introduction about yourself in the body of the e-mail. The e-mail is the first impression that candidate will give a recruiter. Therefore it is recommended to give some information about yourself and why you are right for the role. Too many times the comment is like: "I am applying for X role and attach my covering letter and CV". Employers would like to see something about the candidate in the first step by reading the e-mail. Include a cover (motivation) letter as well that goes into more detail than the e-mail. [8]

A well-written motivation letter stands out. It is intriguing. It leads an interviewer to think 'I want to see this person'. [1]

Motivation letter templates:

- <https://novoresume.com/cover-letter-templates>
- <http://motivationalletter.com/motivation-letter-for-a-job-template/>
- <https://www.theguardian.com/careers/covering-letter-examples>

Additional information:

- The key differences between a cover letter and a motivation letter: <https://skillroads.com/blog/the-key-difference-between-cover-letter-and-motivational-letter>

References:

1. Burston J. A Great Covering Letter in 6 Steps. <http://www.interviewexpertacademy.com/a-great-covering-letter-in-6-steps/>
2. Europass portal. Curriculum Vitae section. <https://europass.cedefop.europa.eu/documents/CURRICULUM-VITAE/TEMPLATES-INSTRUCTIONS>
3. Europass portal. Why a cover letter? <https://europass.cedefop.europa.eu/europass-support-centre/cover-letter/why-cover-letter>
4. European Framework of Reference for Languages - self-assessment grid. <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>



5. Kurtuy A. How To Write A Motivation Letter? Guide for Beginners, published on 2018-03-28. <https://novoresume.com/career-blog/how-to-write-a-motivation-letter>
6. Radboud University, Career Service Science. Curriculum Vitae (CV) and motivation letter. <https://www.ru.nl/science/careerservice/your-career/cv-motivation-letter/>
7. Slingo L. How to write a CV: Tips for 2018 (with examples). Published on 2018-01-05. <https://www.cv-library.co.uk/career-advice/cv/how-to-write-a-cv-tips-for-2018/>
8. Theguardian.com. Top tips: how to write a perfect CV and cover letter. <https://www.theguardian.com/careers/careers-blog/cv-cover-letter-tips-how-to-write-perfect>
9. WBL 2.0 YouTube channel. Interview of Mindaugas Juodaitis, JSC WEB Partner CEO <https://www.youtube.com/watch?v=XrKWPY1yZzQ>
10. International Hellenic University. What is a Motivation Letter. <http://ecs.ihu.edu.gr/co/employment-business-letters/what-motivation-letter>



CHAPTER 3 - JOB INTERVIEW

3.1 - Job Interview Basics

A job interview is the vital part of most hiring processes which allows students to properly introduce themselves to an employer. Although the employer might have already got acquainted with the applicant by reading his/her CV in advance, a job interview is a great help to decide whether the applicant is suitable for the job position.

Main criteria to identify eligible job candidates:

- Skills
- Motivation
- Previous experience
- Personal characteristics

Generally, employers need to know three main things about you:

1. Are you capable of doing the job? Do you have the necessary skills and experiences, or can you be readily trained?
2. Are you motivated to do the job? Will you take the trouble to do the job well, ask for guidance when appropriate and make the necessary effort to meet tight deadlines?
3. Are you a person the employer wants to work with? Will you be a team player and adapt easily to company culture? Will you be cheerful or a complainer? Will you give or grab credit? [8]

In order to appear confident during a job interview, you must prepare properly. First of all, you should assess yourself (goals, skills, motivation and experience). Take some time to think about your values and how to express them confidently. Finally, it is important to answer all of the questions raised honestly.

3.2 - How to Get Ready and Prepare for a Job Interview

Chance favors the prepared mind. – Louis Pasteur [8]

There are a number of different steps applicants may take before going on a job interview in order to introduce themselves in a professional way to a potential employer.

- **Prepare to introduce yourself.** Prepare a short statement about who you are and what job position you are applying for.
- **Be honest about your work experience.** If you do not have much work experience, say so. Highlight your willingness to learn new skills. [1]
- **Prepare for the most common questions**, such as “What are your biggest strengths?”, “What are your biggest weaknesses?”, “Why do you want this job?”, “What do you know about our company?”, “Why are you interested in this opportunity at this company?”, “What is your ideal company?”, “Out of all the other candidates, why should we hire you?”, “What experience do you have that makes you a good fit for this position?”, “Tell me about a time when you had to solve a difficult problem”, “Where do you see yourself in five years?”, “Give me an example of a time when you had to make an important decision”, etc. [1, 8]
- **Practice answering the most commonly asked questions.** Take the time to practice answering interview questions you will probably be asked during a job interview. Practice interviewing with friends, family members, mirror or tape recorder. Watch out for too many fillers like “um,” “like,” “you know,” etc. Practice

helps, especially when recorded or in front of a friend. Do not forget to smile! Your voice sounds more positive when you do.

- **Do research about the company you are applying to.** Read all of the material that the company has sent you, or which are available on the Internet, and take notes. Then, prepare specific questions that show that you did your research. Your questions should reveal all the research you have already done, and should be directed to the types of information you are not likely to get elsewhere. They should also include issues you are sincerely curious about. Sixty minutes of research/reading can help tremendously and give you an edge over the competition. If you do not know much about the organization, potential employers will not care much about you. [1, 8]
- **Relax before the interview.** Get a good night's rest, eat a healthy breakfast, and take some deep breaths. Remind yourself why you are a good fit for the job. [1]
- **Dress properly.** It is always a good idea to dress modestly at first or conservatively in many cases but, for example, in many arts positions it is helpful to show just a bit of your personality/style. It is important to be well-groomed, wear minimal jewelry and make-up, and not over-perfume/cologne (especially since probably the interview will be in a small room and someone could have allergies).
- **Follow-up.** Make sure to request a business card from your interviewers before you leave the interview. If they do not have a card, have them write their information down on something for you. Then write and send a thank you note within 24 hours of the interview. Use the letter to reinforce your value to the company, to correct any misunderstandings, and to add forgotten points. Do not forget to reiterate that you are still interested in the position.

Additional material:

- McCall D. Applying for jobs without experience? Here's how to build and sell your skills. Available at: <https://www.theguardian.com/careers/careers-blog/job-career-how-to-sell-yourself>

3.3 - Different Types of Job Interviews

There are several different types of job interviews, but they all serve the same purpose of letting interviewers evaluate applicants' skills, knowledge, experience, education and personality to determine if they are right for the position. Depending on the type of job a person is applying for, they will most likely go through various kinds of interviews.

- **Screening and Phone Interviews.** These interviews are usually the first step in the interview process. They are normally quick and take place over the phone. Interviewers use direct questions to find out if person would fit the company's culture and have the knowledge, experience, and qualifications for the position. This type of a job interview is crucial as it helps to decide if an applicant can go to further interviews.
- **One-On-One Interviews / Face-To-Face Interviews.** This is the most common type of a job interview, and it typically takes place after a phone or screening interview. It is usually established that an applicant has most of the requirements needed for the job. The interviewer wants to see whether the candidate can fit into the company and may ask various questions related to the contents of the CV.
- **Competency Based Interviews.** This type of job interview requires an applicant to give examples of specific skills. The interviewer usually asks questions that would help them to determine if the candidate has the knowledge and skills required for the specific job.
- **Candidate Group Interviews.** These interviews set two or more applicants against each other as they are all interviewed at the same time, and most likely there are two or more interviewers. All applicants apply for the same position. These interviews test person style, professionalism, leadership skills and the ability

to function in a group under pressure. Applicants are judged on their answers and how they interact and handle themselves in a group of peers and stressful situations.

- **Panel or Committee Interviews.** This is when several members of the company who have a say whether an applicant can be hired interview him/her at the same time. Sometimes this is performed as a time saver method or as a way to see how the person deals under more pressures than during a traditional interview.
- **Multiple Interviews.** It is very common that an applicant goes through several levels of interviews. On average, most candidates are interviewed by three different individuals, and it is not unusual to be interviewed up to 5 times; these interviews can take place on the same day or over several weeks. The larger the company, the more interviews a person can expect, and it can be a combination of one-on-one, group and panel interviews.
- **Breakfast or Lunch Interviews.** Some managers like to interview outside the office setting and get an insight on how a candidate behaves in more relaxing surroundings. An applicant needs to maintain the same standards for these types of interviews as he/she would be interviewed in an office setting. The environment might be more casual, but the person is still closely monitored. Also, he/she is observed for their table manners as well.
- **Teleconferencing/Web Conferencing Interviews.** This type of interviewing uses an online webcam format. This technology cuts travel costs of initial interviews. An applicant may do this interview from his/her home or at one of the company's remote locations. The candidate should treat this interview in the same manner as a face-to-face interview. To prepare for this type of interview from home, applicants have to take care of technical equipment (software, web camera), test their connection, and psychologically prepare for being interviewed by a web camera.
- **Behavioral Interviews.** Behavioral interviewing is a widely used method of job interviewing. This approach is based on the belief that past performance is the best predictor of future behavior. Candidates are asked a series of questions on how they handled various situations from their past that are relevant to the position they are being interviewed for. Behavioral interview questions are designed to probe applicants' previous experiences in order to determine how they might behave in similar situations in the future. In this type of interview, applicants are not asked hypothetical questions about how they would handle a situation if confronted with it in the future. Instead, candidates are asked how they handled a specific stressful situation in the past.
- **Stress Interviews.** These types of interviews are performed to see how a person reacts to unexpected situations and pressures. This style is used primarily by interviewers who are hiring for positions where there is a high level of daily stress in the work environment. The interviewers during a stress interview may appear distracted, contrary, or indifferent. All this is their attempt to unnerve person and evaluate how he/she acts under this type of pressure.

3.4 - Dos and Don'ts of a Long-Distance Job Interview

Long-distance job interviews can be conducted over the phone or online. There can be two types: either phone interviews or teleconferencing / web conferencing interviews.

- **Telephone interviews** can be challenging because you cannot see the interviewer's non-verbal reactions and cues. [8] Applicants must work on their phone manners, clarity of speech, voice tone and the content of their answers. Regarding other types of interviews, applicants must do homework in assessing themselves, researching the company, and preparing for the possible interview questions. However, during telephone interviews, candidates can have their preparation materials in front of them as the interview is taking place, which is one of the main advantages of telephone interviews. [8]

- **Web conferencing interviews** are the next type of long-distance job interviews. Recently, there has been noticed a growing number of web conferencing interviews due to minimal travel expenses and convenient time management for both sides. A virtual interview is a great way to help employers meet the candidates applying for a job position using video, instant messaging programs, and web-conferencing services. Usually, the company decides which specific application will be used for the web conferencing interview: Skype, Viber, Adobe Connect, etc.

Dos of a Long-Distance Job Interview:

- Select a quiet, private room with a phone/internet in good working condition.
- Clear the room of distractions.
- Check the connection and give the application you will be using a test run before you start your interview.
- Keep your CV in clear view.
- Have a short list of questions about the job and the organization.
- Have a pen and paper handy for notes.
- Breathe deeply and relax, speak slowly.
- Dress professionally for a web conferencing interview or in a way that will help you feel confident for the phone interviewing.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Let the interviewer do most of the talking. Be courteous and try not to speak over the interviewer. If you do, apologize and let the interviewer continue.
- Take your time – it is perfectly acceptable to take a moment or two to collect your thoughts. Use the technique of repeating or re-phrasing questions. It tells the caller that you listened carefully, and gives you time to think about your answer.
- Support your statements with detailed examples of accomplishments when possible. It is easy for someone to get distracted during a phone call, so paint a vivid picture to keep the interviewer interested.
- Let the employer end the interview.
- Thank the interviewer for the opportunity.
- Get the correct spelling of your interviewer's name and contact information for follow-up.
- Before ending the call, be sure you know the next step in the process, and offer to provide any additional information needed.
- Remember you need a strong and confident closing. Reiterate how you can make a contribution.
- Do not hang up until the interviewer has hung up first.

Don'ts of a long-distance job interview:

- Do not multitask. Turn off your TV or radio, close your Facebook feed, do not smoke, chew gum, eat or drink. Pay 100% attention for the interview process and show your interest in the position.
- Avoid fillers like "ah", "er", "um". This habit is especially noticeable during a telephone call.
- Do not talk too much during the interview as your interviewer will stop paying attention to your rambling. Questions and answers are more important.

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