

The **Q Works Group**, founded in 2002, is an executive recruiting firm specializing in placing qualified professionals. Our mission is to provide our clients with market intelligence and our proven recruiting practices for best technical fit and cultural compatibility.

Panel Interview Tips

A panel interview is one that is conducted by a group of two or more interviewers. A panel interview may seem intimidating, but having done your research and being sufficiently prepared and confident should help ease your nerves.

Here are a few do's and don'ts to keep in mind:

- ⇒ Find out who will be on the interview panel. Ask the recruiter (or hiring manager) for the names and titles of everyone who will be on the panel. This will help you gain a better understanding of what will be important to each person. Are they in sales, service, marketing, operations, research and development, finance, process improvement, HR, etc.?
 - ⇒ Brainstorm the questions each person might ask. Based on their role in the company, think through the types of questions they might ask you during the interview. Then, practice your answers.
 - ⇒ Introduce yourself to each person. When you show up for the panel interview, approach each person and introduce yourself while shaking his or her hand. Ask for a business card from everyone, so you can place these in front of you in the order in which they're sitting. If they don't have business cards with them, write down their names on a piece of paper (in the order in which they're sitting) and have this in front of you during the interview. That way, you'll know whom you're addressing as you answer questions.
 - ⇒ Modify your communication style. In an individual interview, you would respond to questions by answering the person directly. But in a panel interview, ***you need to be careful not to exclude the rest of the panel*** during your comments. Look directly at the person asking the question and begin by answering to them, making eye contact. Then, look at the other panel members as you finish the rest of your comments, so each person feels included in the conversation.
 - ⇒ Demonstrate that you're making connections during the conversation. Instead of just answering each person's question, see if you can make connections and demonstrate
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Panel Interview Tips (continued)

- ⇒ Modify how you ask questions at the end of the interview. Just like you would for an individual interview, come prepared with your list of potential questions to ask at the end of the interview.
- ⇒ Follow-up with each person. In the case of a panel interview, it means you should send a personalized thank you note to each member of the interview panel.

Things to Never Do in a Panel Interview

Do *NOT*:

- Only address the most senior person in the room
- Forget interviewers' names & roles
- Get flustered and give up
- Get defensive
- Ignore your body language or theirs'
- Rush
- Forget to balance answering with listening
- Leave the room without asking key questions
- Wrap up before getting everyone's contact information



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