



PANEL INTERVIEW

Interviews can be daunting when put in front of a panel of interviewers rather than the typical one-to-one interview. Preparing for this type of interview can give you the opportunity to shine above other candidates.

BE PREPARED TO INTERVIEW

- Prepare for the interview as you would any other interview: research the company, practice interviewing with family or friends to prepare for potential questions.
- Ask your company contact who your interviewers may be by asking “Can you tell me about the panel I’ll be meeting with?” This can provide you with information to help prepare.
- If you know who will be on the panel, research the individuals: job roles, career background and successes. You can cater your answers to the agenda each panel might be wanting to accomplish.
- It is likely individuals on the panel will come from HR personnel, functional/technical roles, and supervisory roles.
- Practice answering questions that could cater to each of these roles.
- Be familiar with your own resume and anticipate questions based on the job description you’re applying for.
- Be prepared with copies of your resume and business cards to hand out to each individual on the panel if need be.

DURING THE PANEL INTERVIEW

- When you enter the room, introduce yourself to each member of the panel, shaking their hand and committing their names to memory.
- Wait to be invited to take a seat before sitting down. Once seated, be conscious of body language, maintaining an engaged posture. Be conscious you’ll be looked at from many angles.
- When asked a question, maintain eye contact with the individual asking, but respond to the whole panel.
- Be sure to engage every member of the panel, particularly try to engage those who seem less interested.
- Each member of the panel comes with his or her own agenda. Try to cater to each individual throughout your interview as you may intuit what types of answers panelists are receptive to.
- Anticipate follow-up questions from a variety of perspectives, per respective job roles represented on the panel.
- Practice active listening skills by linking anecdotes or questions throughout the interview.
- Don’t be afraid to set the pace of the interview. As often panel interviews can be rapid fire, take a few seconds to articulate your response if you need it.
- When asked if you have any questions for the panel, be sure to ask questions to multiple panelists rather than just one or two.
- Ask questions that cater to the varying perspectives an interviewer may take based of his or her job role.
- Ask for each panelists’ business card and shake hands upon exiting.

AFTER THE INTERVIEW

- Take notes about what you were asked and how you answered. Write down the names of the individuals and what you remember about each of the panelists for future reference.
- Remember to say "thank you." Follow up with individualized thank you notes or emails which reiterate your interest in the job and includes a point of connection for each panelist, respectively.

Adapted from articles: The Muse “The Firing Squad: How to Survive a Panel Interview”;
Forbes “Job Seekers: 7 Tips for a Successful Panel Interview”