

## Interview types

Type	Description	Pros	Cons
<b>Casual</b>	This can look like meeting up for a cup of coffee and having a conversation with the candidate about their experience and what they can bring to the role. Specific questions may not be needed if the role doesn't require much technical skill.	<ul style="list-style-type: none"> <li>✓ Short and simple</li> <li>✓ Can put you and the candidate at ease</li> <li>✓ Great for roles which don't need much experience</li> <li>✓ Great to get to know the personality of the applicant better</li> </ul>	<ul style="list-style-type: none"> <li>✗ May be too short and informal to fully understand a candidate's qualifications and experience</li> <li>✗ May not give you an opportunity to ask all the questions you need</li> <li>✗ Answers may not be remembered as not recorded</li> </ul>
<b>Semi-Formal</b>	This sits between the casual and formal types. This can look like a more formal conversation with the candidate where some predetermined questions are asked. However, these questions don't need to be scored or recorded and the conversation can be more flexible to cater to each candidate. This still looks like a conversation in a comfortable space for both you and the candidate.	<ul style="list-style-type: none"> <li>✓ Ensures answers which help evaluate a candidate's ability to complete the job</li> <li>✓ Helps assess candidates as answers can be compared</li> <li>✓ Can put the candidate at ease as more of a casual approach</li> </ul>	<ul style="list-style-type: none"> <li>✗ As answers are not being scored or recorded it may be hard to remember what each candidate said</li> <li>✗ Flexible approach may mean each candidate is not asked the same questions making comparison harder</li> </ul>
<b>Formal</b>	This can look like a sit down interview in a private room where you ask the candidate a list of set questions, write and record their answers, and score the answers against predefined criteria. This type of interview makes sense for more technical roles in a larger business.	<ul style="list-style-type: none"> <li>✓ Scored approach means it is easier to evaluate candidates against each other</li> <li>✓ Recorded answers means better memory of what each candidate said</li> <li>✓ Provides a thorough way of assessing and comparing candidates</li> </ul>	<ul style="list-style-type: none"> <li>✗ Requires more preparation and effort</li> <li>✗ More formal approach may not be appropriate for the role or the desired candidates</li> <li>✗ Can be uncomfortable for candidates who are not used to interviews, meaning a true representation of the person isn't given</li> </ul>