

## Panel Interview: Webinar Activities

### Score in Your Next Panel Interview

# SPIKE THE BALL IN YOUR NEXT PANEL INTERVIEW

**Introduction:** This discussion activity was designed to be facilitated after viewing the *Interviewing Tips and Techniques: How to Handle a Panel Interview* webinar. If preferred, staff can view the webinar individually and come together for this activity.

This instruction sheet will provide the facilitator with the necessary information needed to facilitate. As the group facilitator you can expect:

**Time Needed to Facilitate:** This discussion activity requires approximately 45 minutes.

**Before You Get Started:** Please print and gather all materials needed prior to facilitating.

- *Spike the Ball in Your Next Panel Interview - Instruction Sheet* (facilitator details)
- *Elevator Speech Cards – Optional (one for each person)*
- *Table Topic Cards - Optional*

Reminder: Throughout the activity, suggested wording for the facilitator is indicated by **(read)**. You can read directly from this script or convey the directions in your own words.

*How to Handle a Panel Interview: Score in Your Next Interview*

## SPIKE THE BALL (DISCUSSION)

After Viewing the Webinar

**Discussion Facilitator Instructions:** After the webinar, open a discussion centered on the webinar content. Encourage involvement by all participants. The questions below will guide you through discussion points and are followed with some potential answers. Use them to keep the discussion going, but let the attendees steer the flow and pace of the conversation. Welcome the ideas and answers of others.

Ask any or all of the discussion questions as time allows. Remember to allow at least 10 minutes for the brainstorm activity and an explanation of the homework assignment.

**Directions (read):** While it's fresh in our minds let's discuss what we just learned in this webinar.

## Discussion Questions:

### **Q1: What is a panel interview?**

A1: When an applicant is interviewed by multiple people at the same time.

### **Q2: How could knowing who will be present on the panel benefit the job seeker?**

A2: Help gain a better understanding of what will be important to each person. Can predict the types of questions they may ask and can tailor responses to speak to the different roles and jobs they hold.

### **Q3: What are some examples of helpful things to know about the interviewers? And, how could you use this information?**

A3: Job functions as they relate to the overall organizational mission. Job description and how closely your role will intersect with that person's function. Prepare examples/ stories of things you've demonstrated that highlight commonalities and issues.

### **Q4: Preparation is key! What are some examples of how and what to prepare for?**

A4: Review possible interview questions and prepare responses. Prepare stellar stories that are relevant to the position and highlight accomplishments. Practice eye contact, smiling, appropriate facial expressions, and body language. Prepare possible questions to ask at the end of the interview. Practice all of this in front of a mirror or with a video camera.

### **Q5: What is an elevator speech, what should it include, and when should you use it?**

A5: It's a brief summary of who you are and your career goals. It should include your mission, top-level skills, interests, and your most relevant accomplishment. Be ready to share it at the beginning **or** end of the interview.

**\*\*Optional:** Take a moment to write down some things you would likely include in our elevator speech. Provide the elevator speech handout and let the class know they can take notes on the back. Encourage attendees to work through this as a group and to share the elements of their speech or their actual speech if they choose with the class.

### **Q6: It's important to make connections during the interview. What are some ways to demonstrate this?**

A6: Through active listening and full engagement with the questioner, make eye contact, use their name when answering a question, and lean in when speaking to the questioner.

### **Q7: What is the appropriate way to answer a question when there are multiple people in the room?**

A7: Stay fully engaged with the questioner by making eye contact, using their name, and making the answers relevant to them and their role. Be sure to also include the rest of the interviewers and try to relate answers back to other questions or topics previously covered.

**\*\*Optional:** This is a breakout activity that will assist in demonstrating the typical flow of a panel interview and will allow participants to practice staying engaged.

**Instruction for optional breakout activity:** Break the group into small teams of three or more. Give each team a topic card. Then instruct each group to pick one person to be the interviewee and the rest will be the panel interviewers.

- Each interviewer will ask one of the questions on each card and wait for a response from the interviewee. Once the question has been answered the interviewer will pass the card to the next interviewer on the panel and so on until all interviewers on the panel have asked a question.
- The idea is to stay engaged, make eye contact, use their name, and answer the question in a way that's relevant to the person. Try to ask or refer back to something one of the other questioners asked if possible.

**Q8: How can handling and managing all the personalities on a panel interview benefit the job seeker? And, what do you think it demonstrates?**

A8: You never know who the biggest influencer in the group is. The key to success is connecting with all the personalities on the panel. It takes a grounded candidate to be calm in what can seem like an aggressive inquisition. The interviewers will remember you as cool as a cucumber and this is a quality that is sure to make you stand out.

**Q9: What are some tips for preparing questions to ask at the end of the interview?**

A9: Try to relate questions back to early discussions if possible, make sure questions are relevant and not redundant.

**Q10: What are some examples of questions you might ask at the end of the interview?**

A10: Ask each panelist separately what skills, abilities, and qualities their ideal candidate has. How quickly are you hoping to make a decision and fill this position?

**Q11: After the interview is over, what are some good follow-up practices? And, what should you include in your follow-up?**

A11: Get each person's business card and send them a thank you note or email. Personalized notes to EACH panelist –refer to their area of interest/function and make your thank-

you relevant to their role. Try to refer back to comments or things mentioned in the interview.

**Q12: How is a panel interview different from a traditional one-on-one interview?**

A:12 Because you are expected to engage and interact with a number of people not just one. So you have to be prepared to connect with multiple people and roles at once.

**Q13: How can you use what you've learned so far to assist your customers?**

A13: Encourage discussion among participants.