

Chapter No 2 INTERVIEWS

Meaning of the Interview

- Interview is an internal View of one's Personality.
- Through Interview the analysis of ones personality is done. The Education ,Skills ,Knowledge, Attitude ,Communication Skills ,Hard Skills and Soft Skills are assessed. Interview is best method to find the suitable candidate for the Jobs.
- Depending on the purposes ,Interviews are of various types.

Group Discussion

- Method to analyze and test Communication Skills ,Leadership Qualities and Knowledge of the Candidates . In GD candidates are given topics based on current affairs and relevance for discussion . The strength of the group is 8 to 10 candidates and time is given up to 20 to 30 minutes.
- Language Skills and General Knowledge and open-mindedness of the candidates are tested in GDs.

Types of Interview

- Job Selection
- Promotion
- Grievance
- Appraisal
- Exit
- Online

Characteristics of Job Interviews

- Pre-planned
- Purpose(has certain objectives)
- Conversation
- Two-way Interaction
- Informality(Less formal than a public speech)

Pre-Interview Preparation Techniques

- Self-analysis
- Identify your skills
- Researching Organisation
- Analysing the Job Position
- Revising your subject knowledge
- Developing the Interview file

Self-analysis

- Analyse the background
- Identify accomplishments
- Identify achievements
- Identify special interests
- Analyse your career goals
- Analyse your skills(by self assessment)

Research the Organisation

- Major areas of operation
- Products/services
- Focus of activities
- Growth rate
- Work culture
- Financial standing
- Recent developments

Job Analysis

- What does this job involve?
- Responsibilities associated with the job
- Special duties and challenges
- Skills and activities needed
- Areas of expertise
- Prospects of career enhancement

Revise your subject knowledge

- Important to revise the core area of your specialization
- Read up on the latest developments
- Brush up your general awareness

Develop the Interview file[Each candidate should prepare a file]

- Interview Letter
- Original degrees,certificates
- Experience certificate
- References and testimonial
- Certificates of merit
- Resume

Interview Questions[Types]

- Open Questions(broadens scope of response)
- Closed Questions(limited scope)
- Probing Questions(In greater depth)
- Reflective Questions(to confirm)
- Loaded Questions(sensitive subject)
- Hypothetical(a hypothetical situation)
- Leading(to obtain a desired response)



Sample Interview questions

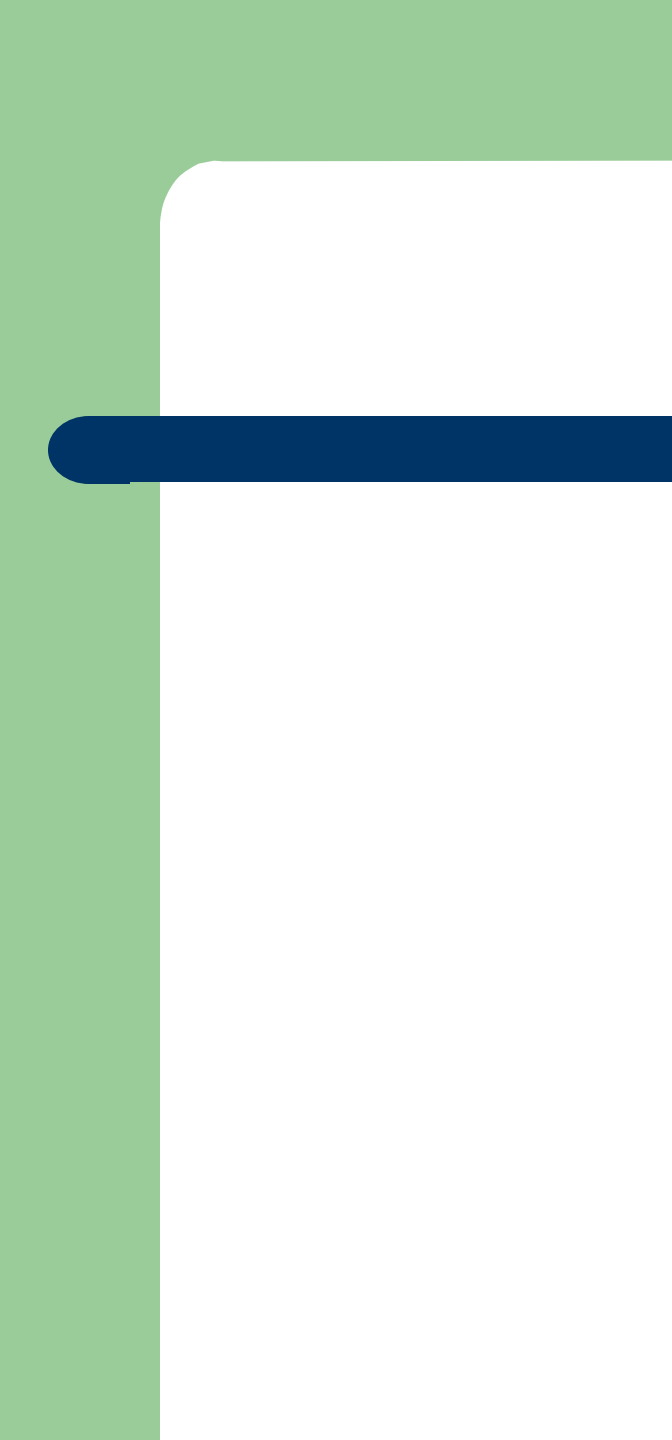
- Tell us something about yourself
- What are your career objectives?/position/short term and long term goals
- Tell us about your interests
- How are you fit for this position?

Cont'd

- Why do you want to join our company?
- What is your earlier work experience?
- Tell us about your academic achievements.
- Where do you see yourself in five years?
- What interests you most about this position/

- What are your duties at your present position?
- What are your strengths?
- What is your weakness?
- How do you rate yourself on a scale from 1 to 10?
- Are you a leader or a follower?

- 
- 
- Will you accept a lower position for the time being?
 - How long will you take to join us?



Preparations required for Job Selection Interview

- Physical Preparation
- Mental Preparation

Types of Interview[Remaining Types]

- Appraisal Interview
- To appraise means to evaluate the performance of the staff . Many organisations conduct appraisal of their staff annually through conduct of appraisal interview.
- It is used to evaluate the opinions of employer and employee himself /herself . This is also used to improve performance of the staff and build better employee –employer relations and develop future planning. It can boost the motivation of the staff.

Grievance Interview

- Grievance means complaints of serious nature. Through calling the complainants or the employees who have complained about some serious issues , the organisations try to find out the reasons behind the complaints and take proper action against the person who is responsible.
- This interview is very useful for the employees to express their problems or vent up the feelings.

Promotion Interview

- For higher level job promotions, this interviews are conducted . The aim of this interviews is to check whether the candidate is suitable for the next level of job or not.

Exit Interview

- This interview is conducted when the employee resigns or leaving the organisation. The objective behind conducting this interview is to find out the reasons behind the resignation and employees are expected to speak freely about the organisations, their problems and suggestions for the betterments of the organization. The information provided by the employee is used by the companies to improve its performance. This interview is conducted very discreetly and its report is sent to the higher authorities.

Online Interview

- **Now a days many companies are conducting online interview for recruiting[selecting] the candidates. This method is used for selecting candidates who are living in other cities or overseas. Candidates are given schedule of online interview through Video conferencing and asked questions. Sometimes candidates are sent questions before hand and they are expected to answer in front of the camera ,record it and send it to campanies.**
- **The interviewer use popular sites such as Skype or Google Hangouts for conducting this interview. The candidates are expected to speak confidently and clearly in this interview.**

References

- Business Communication by University of Mumbai.
- Business Communication , Himalaya Publication House
- Communication at Workplace, Horishankar Mukherjee, Oxford Publication
- <https://www.thebalance.com/online-job-interviews-2064216>



Thank You

