





Yes!! You
guessed
it right




Outline of the Topic



preparation



Definition



Structured conversation where one participant asks questions and the other provides the answers.
Is goal oriented
There are two parties involved: One-Interviewer, Two-Interviewee
Interviewee may also be known as Respondent



Purpose

Primarily,
Interview has
two
purposes:

**From the
Interviewer's
perspective:**
to select an
ideal
candidate
for the job

**From the
Interviewee's
perspective:**
to find out
whether the
offered job
matches with
his/her profile
or not.

Other purposes of an interview may be:

To obtain or
provide
information

To solve a
problem

To persuade
someone

To undertake
some action



Preparations

It requires the following preparations to be done:

From Interviewer's perspective:

Finalizing the venue

Managing the time of the same

Being prepared with the domain from where the questions are to be asked

From Interviewee's perspective:

Be thorough with the key subjects

Proper preparation of the resume

Getting the document file ready

Visiting the venue beforehand to have an idea of the time taken to commute

Attire for the interview



Dos and Don'ts of an Interview

Guidelines for the Interviewer

► **Do's (Interviewer's perspective)**

1. Be on time
2. Make the candidate comfortable
3. Ask legal questions
4. Must ensure that enough time is allotted to the candidate for answering the question
5. Must listen actively to pick the verbal and non-verbal cues

► **Don'ts (Interviewer's perspective)**

1. Don't make unrealistic promises
2. Don't reveal confidential information
3. Don't be controlling or overbearing
4. Don't be overly friendly



Dos and Don'ts of an Interview

Guidelines for the Interviewee

► **Do's (Interviewee's perspective)**

1. Be punctual
2. Be prepared
3. Answer with clarity and accuracy

► **Don'ts (Interviewee's perspective)**

1. Don't be dishonest
2. Don't waste the interviewer's time
3. Don't be impatient



Types of Interviews

Interviews usually fall into one of the following categories:

1. Employment Interviews:

- Provides general information to potential applicants when a job opening has occurred
- Used to screen the candidates for the particular position
- Seeks to determine whether a particular applicant is suitable for the job



Types of Interviews

2. Performance-Appraisal Interviews:

- Performance of the employee is assessed and based on the same, appropriate appraisal is done
- Appraisal could be either monetary or designatory or both
- The supervisor and the employee together assess how much progress has the employee made towards the achievement of the predetermined goal
- Areas where improvement is needed are identified
- New goals are set



Types of Interviews

3. Counseling Interviews:

- Provide guidance and assistance to employees
- May involve very personal and emotional issues (like family problems, drinking, drugs) that affect the employee's performance
- Counseling is effective only when the interviewer is willing to listen to the respondent's problems and show a certain amount of tolerance



Types of Interviews

4. Disciplinary Interviews:

- These interviews become necessary when there are disruptive problems that must be curtailed
- Some of the most common problems that warrant disciplinary action are non-performance of duties, chronic absenteeism, disobedience or insubordination and the damaging of the property.



Types of Interviews

5. Exit Interviews:

- These interviews happen when the employee wishes to leave the organization
- Happens between the HR and the employee
- The efforts by the HR to persuade the employee for not leaving the organization depends on whether the employee is an asset or a liability to the organization.
- The employer should ethically never compel the employee to share his/her next employer's identity
- Even if asked, the employee has all the right to not share the information.
- The reasons to be quoted for leaving could either be personal or projecting the intensions of career growth.
- Monetary reasons should never be quoted as a reason for leaving the organization
- Criticizing any team mate(s) or company policy at the time of exit interview is highly not recommended.



Style of Interviewing

Structured Interviews:

- The interviewer prepares the questions to be asked from the candidate beforehand.
- The sequence in which the questions are to be asked is also planned
- Answers to the questions to be asked are also thoroughly prepared
- Such interviews are less nerve wracking to the candidates



Style of Interviewing

Unstructured Interviews:

The questions asked by the interviewer are not prepared prior to the interview

Quality of questions may get compromised

The questions are not planned hence come in an impromptu manner

Because neither the sequence nor the questions to be asked are planned beforehand, therefore answering them could be challenging for the candidate



Style of Interviewing

Group Interviews:

Contains many candidates with only one interviewer

May increase nervousness in a candidate if any of the other present candidates answers the questions in a perfect way

Relative marking may lead to more rejection

e.g. Viva-Voce



Style of Interviewing

Panel Interviews:

Contains many
interviewer with only
one candidate

Seeing the number of
people questioning,
the candidate may
feel more nervous and
panic



Style of Interviewing

Stress Interviews:

Builds stress on the candidate

Checks on the stress taking capacity of the candidate

To come out as a winner of these interviews, the candidate:

- must start answering the questions with keywords
- Understand why the interviewer(s) is asking that question
- Focus on one's positive actions
- Lay more stress on one's soft skills



Style of Interviewing

Situational Interviews:

- Job-seekers are asked to respond to a specific situation
- The situation could be a general, day-to-day one or related to the domain one has applied for
- These interviews primarily focus on hypothetical situation
- Helps the interviewer know how the candidate will respond to a real-life problematic situation
- Checks on the stress taking capacity of the candidate
- The answer should contain: a problem you faced, your solution to the problem and the benefit to the employer

