

## The process of interview

1. Opening
2. Objective of interview
3. Beginning of interview - Light Question & Answer
4. Free conversation atmosphere
5. Recalling time
6. Objective questions
7. Encouragement
8. Directions
9. Note taking
10. Conclusion
11. Report

# Planning Interview

- To keep objectives/ purpose in mind
- Collecting preliminary information
- Identifying core areas
- Time, place, duration
- To plan, to adapt to the needs of interviewee
- To decide how information will be used
- To develop lead questions
- To explore the possible alternatives

## Errors of interviewer

Robert Minter gives a number of errors of the employment interview. The common errors are-

1. Too much talking and too little listening, resulting in sketchy information.
2. Not indicating purpose of interview.
3. Asking irrelevant questions or questions whose answers are already on the resume.
4. Having vague objectives and discussing whatever comes up at the moment.
5. Providing job and company information too early in the interview.
6. Attempting an in-depth personality assessment.
7. Providing stress questions and situations in which to observe behavior.

8. Overreacting to non-verbal cues, resulting in a stereotyped impression of the applicant.
9. Not having sufficient information about the particular job for which he is interviewing.
10. Getting tired by interviewing too many applicants in a short period of time.
11. Over emphasizing or misusing test results.
12. Attempting a thorough interview in a limited ten or fifteen minutes.
13. Misinterpreting reference letters.
14. Overselling the job and company, resulting in false hopes and expectations.