

# Unit - 8

## JOB INTERVIEWS

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### 8.1 OBJECTIVE

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After going through this chapter, you will be able to

- Know about the importance of job interview
- Know about the company before giving interview for a job in it
- Know the different types of interviews
- Know the preparation steps to face a job interview
- Learn positive traits
- Know the tips to crack a job interview

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### 8.2 INTRODUCTION

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Interview is a formal meeting in which a person or a person questions consult or evaluate another person or people. Reporters and writers have meeting with elements persons to ask questions to gather materials for a media story or broadcast. It is an oral face to face communication.

Interview reviews the views ideas and attitudes of a person being interviewed as well as the skills of the interviewer. Both the interviewer and the interview must be well prepared for interview. When the interview for Publication is confined to outstanding personalities and generate the interview for increment the inevitable experience for everyone. The implement interview needs a good deal of preparation by both the interviewer and candidate for mutual benefits.

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### 8.3 TYPES OF INTERVIEWS

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Employers conduct different types of job interviews, such as behavioral interviews, case interviews, group interviews, phone and video interviews, online interviews, second interviews, and even interviews held during a meal.

Those are important job interviews to understand if you're searching for a job, but there are other interviews you may experience throughout your career. These employment-related interviews include exit interviews, mock interviews, and informational interviews.

### **Behavioral Interviews**

Interviewers use behavioral based interviews to determine how you've handled various job situations in the past. The idea is that your past behavior predicts how you'll act in the new job. You won't get many easy "yes" or "no" questions and in most cases, you'll need to answer with an anecdote about a previous experience.

### **Case Interviews**

Interviews that include the interviewer giving you a business scenario and asking you to manage the situation are called case interviews. They're most often used in management consulting and investment banking interviews and require you to show off your analytical ability and problem-solving skills.

### **Competency Based Interviews**

Interviews that require you to give examples of specific skills are called competency-based interviews, or job specific interviews. The interviewer will ask questions that will help them determine if you have the knowledge and skills required for the specific job.

### **Exit Interviews**

An exit interview is a meeting between an employee who has resigned or been terminated and the company's Human Resources department. Companies conduct these types of interviews, so they can learn more about the work environment and get job feedback. You may be asked why you left your job, why are you taking a new job, and what would you change about your job. These tips will help you handle an exit interview so you can move on gracefully.

### **Final Interview**

The final interview is the last step in the interview process and the last interview you find out whether or not you'll get a job offer. This type of interview is usually conducted by the CEO or other members of upper management. The key to a final interview is to take it as seriously as all the preliminary interviews — just because you were asked in for a final interview doesn't mean you got the job yet.

### **Group Interviews**

Employers may hold group interviews because they're often more efficient than one-on-one interviews. There are two types of group interviews: one involves an applicant being interviewed by a group (or panel) of interviewers; the other involves one interviewer and a group of applicants.

### **Informal Interviews**

Hiring managers may begin the screening process with a relaxed, informal conversation instead of a formal interview. This is more of a casual discussion than a typical job interview. On a similar note, a chat over a cup of coffee is another less formal type of job interview.

### **Informational Interviews**

An informational interview is used to collect information about a job, career field, industry or company. In this case, you're the interviewer and you find people to speak with so you can learn more about a specific field.

### **Mock Interviews**

A mock interview provides you with an opportunity to practice for an interview and receive feedback. Although you can do an informal mock interview with a friend or family member, a mock interview with a career coach, counselor or university career office will give the best feedback.

### **Off-Site Interviews**

Employers sometimes schedule job interviews in a public place, like a coffee shop or restaurant. Perhaps there is no local office or maybe they don't want current employees to know about the possibility of a new hire. In any case, it's good to be prepared for off-site interviews.

### **On the Spot Interview**

Sometimes you'll be expected to do an on the spot interview. For example, you may turn in your application and be asked to do an interview right away. Or when an organization (typically retail or hospitality) announces they will be holding open interviews on a specific date. In situations like these, hiring personnel use on-the-spot interviews to screen applicants and immediately decide who should and should not be included in the next step of the recruiting process.

### **Panel Job Interview**

A panel job interview takes place when you're interviewed by a panel of interviewers. You may meet with each panel member separately or altogether. And sometimes there will be a panel of interviewers and a group of candidates all in one room.

### **Phone Interviews**

While you're actively job searching, you may need to be prepared for a phone interview on a moment's notice. Companies often start with an unscheduled phone call, or maybe you'll get to schedule your call. In either case, it's good to be ready and prepared to ask phone interview questions to ask the interviewer as well.

### **Restaurant Interviews**

One of the reasons employers take job candidates out to lunch or dinner is to evaluate their social skills and to see if they can handle themselves gracefully under pressure. Remember you're still being observed when you participate in a job interview at a restaurant so use your best table manners, choose foods that aren't too messy. Also take a look at what to wear when interviewing over a meal.

### **Structured Interview**

A structured interview is typically used when an employer wants to assess and compare you with candidates in an impartial way. Essentially, the interviewer asks all the candidates the same questions. If the position requires specific skills and experience, the employer will draft interview questions focusing exactly on the abilities the company is seeking.

### **Unstructured Job Interview**

An unstructured interview is a job interview in which questions may be changed based on the interviewee's responses. While the interviewer may have a few set questions prepared in advance, the direction of the interview is rather casual, and questions flow is based on the direction of the conversation. Unstructured interviews are often seen as less intimidating than formal interviews. However, because each interviewee is asked different questions, this method is not always reliable.

### **Video Interviews**

Perhaps you've applied for a remote job or you're interviewing for a position in another state (or country). Software programs such as Skype, Zoom, and Face Time making video calling easy and video interviews are becoming more common.

Reference : <https://www.thebalancecareers.com/>

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## **8.4 PREPARATORY STEPS FOR JOB INTERVIEW**

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### **8.4.1. Background information about the company**

It is better to prepare than to feel sorry. It means before going for an interview it is necessary for the candidate to know more about the company in which the interview is held. Few areas could be

- The vision and mission of the organization.
- The present company management like the name of the CEO etc.
- The location of the place for interview and the place of work
- Any landmark that the company has achieved in latest time, 50 years of operation completion or any sales target completion.

All this will give you a base for the interview.

#### **8.4.2. Commonly asked questions to a fresher during an Interview**

- Tell us about yourself
- In which school/college activity review take part? What did you enjoy the most in them?
- What subject do you like the most/ least? Why?
- How did you spend your college vacation?
- What contribution did you make to NSS or any other social service while in college? What did you learn from it?
- Why did you choose your particular specialisation?
- Have you ever changed your major places of interest while in college? Why did you make the change?
- What are your strengths and weaknesses?
- Why should we hire you and not the next candidate who has similar experience like you?
- What causes you to lose temper?
- What kind of work interest do you have?
- What kind of trouble have you had with other people on the job?
- Tell me about your family background?
- Have you gotten an analytical mind? How do you know?
- What do you prefer to work in large company or small company? Why?
- Where do you see yourself five years from now?
- What major problems have you encountered and how do you deal with them at workplace?
- Have you learned from your mistakes?
- Do you prefer working with others or in a team?
- What are some of the things that you find difficult to do?
- Can you describe yourself as a bird or animal?
- Are you willing to go where the company sends you?
- How would you describe your best friend?

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### **8.5 INTERVIEW SKILL TIPS**

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Below are few tips that would assist the candidate during an interview

- Before the interview
  - Always reach the venue of the interview on time.
  - Do a background check about the organization in advance

- Read carefully the Job description sent to you
- Be formally dressed for the interview
- Always the name and the contact number of the concern person to meet in the company
- During the interview
  - Please listen to the questions that are asked
  - Don't be in a hurry to answer, evaluate the reason for the question
  - Don't lie during the interview
  - Keep your body language positive and carry a smile on your face
- Post interview
  - Part ways on a positive note after the interview
  - Know how to follow up about the results of the interview
  - Don't boost or troll the organization post the interview

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## 8.6 SUMMARY

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Interview is a powerful target with two people one who wants the job and the other who wants to hire. In other words the purpose of the interview is to find the right candidate for a job. Interview have become a very structured and company's expectations from job aspirants have gone very high. Now a days job aspirants face heavy pressure as they have to prove their caliber in just few minutes during the interview. Most of the big organization have hired people who look after the recruitment process. Resume writing is the first step to be shortlisted for an interview. Knowing the profile of the company do you have applied the job is very important. There are different types of interview screening interview informative interview behavioral interview stress interview and many others as discussed in the chapter. Before you face an interview you must go through the preparatory steps for facing an interview. Introspect and analyze your background highlight your achievements and analyze your skill sets during the interview maintain composure and answer without getting pressurized. Do revise most commonly asked question so that you are not taken by surprise when faced with an interview.

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## 8.7 SUMMATIVE QUESTIONS

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1. What information you should collect the company research before you appear in interview and why?
2. Describe some guidelines for personal interview. How can you build a positive support from the interviewer in the personal interview?
3. Describe in brief the preparatory steps for job interview?
4. Why is it important to consider your social media profile before interview?

