

INTERVIEW

- It is a goal oriented conversation between two parties interviewer and interviewee.
- Two main points to be remembered- Analysis & Assessment.
- It is well structured and prepared to achieve a purpose.
- It is more formal, serious and structured in form and content in comparison to any conversation.

Types of Interviews

- Employment Interview
 - To evaluate the qualities and abilities
- Orientation Interview
 - to acquaint the new employees to the organization
- Counselling Interview
 - To address a problem that needs attention
- Performance Appraisal Interview
 - to appraise the performance of an employee

- Grievance Interview
 - To look at the grievances of employees
- Correctional Interview
 - To take correctional action or disciplinary measures
- Exit Interview
 - to look at causes of employees exit from organization
- Information Gathering Interview
 - to gain information for further decision and action

Conducting Effective Interview

- 3 stages in an interview
- 1. An Opening:
 - Open the interview with conscious effort
 - Greet candidates with brief informal message
 - Sometimes introduces the panel members, about the job & the organization
- The Body:
 - Main part of the interview where exchange of information takes place between Interviewer and interviewee.

- Control the conversation in tune with the subject
- Allow time to get response from candidate
- Listen actively to the verbal & non-verbal response of the candidate
- The candidate also has to give his response as clearly as possible to create a positive impression.

3. A Close: It is the ending of conversation

- Close the interview by a restatement of conclusion

- The interviewer closes the interview by giving an appreciative note, thanking the respondent for his time, interest and cooperation.