

## **Report of the meeting about job interviews**

For this meeting, Alimou was the chairman accompanied by Louise, Jules, Louis and Marine. The subject was about « Job interviews : how to deal with interviews and how to interview applicants ? » and the meeting lasted for 20 minutes.

Alimou started the conversation by introducing the subject, stating that job seekers and employers need to have effective techniques to fully utilize the time given in a job interview.

To prepare for an interview, the applicant must prepare arguments, be ready to answer common questions like how to describe himself, and know what the company is about. The employer must also be prepared to receive the candidate by introducing the company, its goals, the job the candidate is applying for and by creating a favorable environment for the candidate for him to be comfortable. The employer should take notes, be objective to avoid discrimination and favoritism as much as possible as well as being nice and polite. Finally, both should be punctual and have good manners to create a good image of yourself or the company.

There are some criterias to assess a candidate. The applicant should be positive, have a good vocabulary, grammar and be professional to make a good first impression. They should also be calm and serene and be careful about the body language.

To better understand the skills and personality of candidates, they should be asked open questions about their past experiences, about their motivation and implication. The employer can also put the candidate in a situation that could happen in the company to judge what they would do to solve this problem. This way, we avoid situations where the candidate could have lied in their resume.

A legitimate question to be asked is : how to make sure all interviews are conducted in a fair manner for every candidate ? To answer that, the participants agreed to say that there are too many situations where you can not be fair, for example depending on the time, sex of the participant, where they come from, .... If the candidate is someone from the family of the employer or someone they know very well, the interview will not be very objective as it is supposed to be for everyone. A solution to this could be to use robots to make interviews, but this could lead to new problems and it may not be a viable solution.