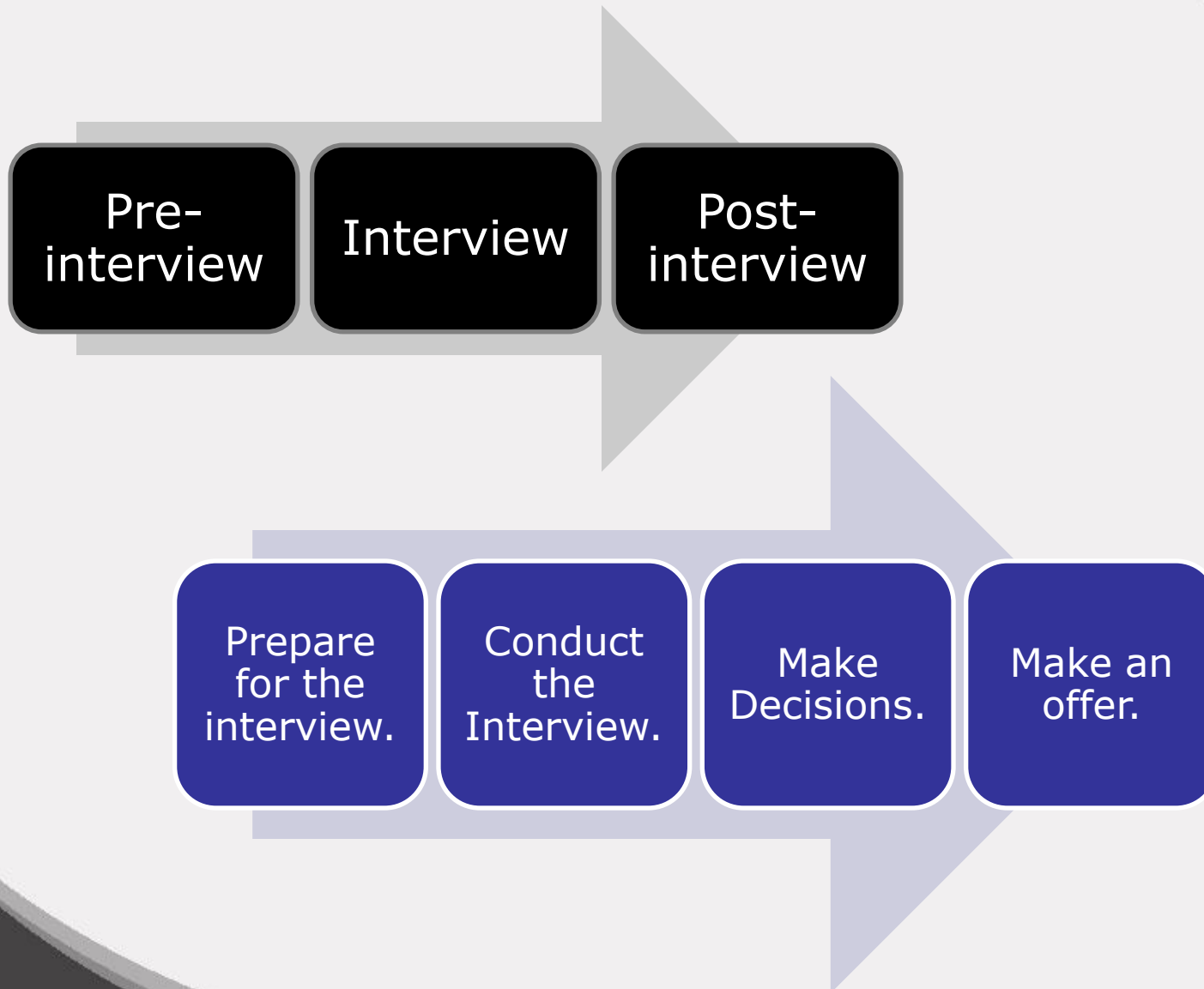




Interviewing

The Interviewing Process



Program Objectives

Learn about:

- ✦ Pre-interview.
- ✦ Job Description.
- ✦ Interview Format.
- ✦ Interview.
- ✦ Question Preparation.
- ✦ Post-interview.
- ✦ Decisions.

Definitions


INTERVIEWING:

- ✦ A set of verbal and nonverbal interactions between two or more people, focused on gathering information to decide on a course of action (i.e. hiring for a job).

A Definition Of An Interview

An interview

- ✦ is a “presentation of self” for the interviewer, the interviewee, and the organization.

A man in a purple shirt is sitting at a desk, gesturing with both hands while talking to a woman in a red shirt. The woman is seen from the back, holding a pen. On the desk are papers, a calculator, and a laptop. The background is a red wall with framed pictures.

Interactions Between Interviewer & Interviewee

Job Descriptions Importance

(1 of 2)

Importance

- ✦ Clarify who is responsible for what within the company.
- ✦ Help the jobholder understand the responsibilities of the position.
- ✦ Be helpful to job applicants, employees, managers, and human resources professionals at every stage in the employment relationship, from recruitment to retirement.

Probing the Résumé

- ✦ Probe the résumé information. Ask: “What steps do you take at ABC Manufacturing to conduct a needs analysis?”
- ✦ Use résumé information to probe the person’s background: “It seems you achieved a lot on your own at ABC.”
- ✦ “Which do you prefer: to work alone or under close supervision?”

Types of Interviews (1 of 9)

- ✦ Selection Interview: An interview for selecting an applicant based on predicted job success.
- ✦ Appraisal Interview: An interview for discussing performance after a performance appraisal.
- ✦ Exit: An interview for discussing the reasons for removal (mutual or otherwise) from an organization.

Seven Types of Questions

1. Behaviors
2. Opinions
3. Values
4. Feelings
5. Knowledge
6. Sensory Experience
7. Background/Demographics

Job Knowledge Questions

- ✦ Ask questions to test job knowledge.
 - “What are the procedures for...”
 - “What is the standard operation for...”
 - “What is the goal when...”
 - “What must be done when...”
 - “How do you do...”

3-Part Task Statement

- ✦ The Task: Conduct a recruitment interviewing seminar.
- ✦ The Time-Frame: 8 hours
- ✦ The Means: Prepared materials, a structured teaching plan, transparencies and student handouts.
- ✦ The Conditions: Work with 15 to 20 managers who often make hiring decisions. Hold the session on site.

A group of five business professionals (three men and two women) are seated at a conference table, looking down at documents or laptops. They are dressed in formal business attire, including suits and ties. The scene is lit with warm, soft light, creating a professional and collaborative atmosphere. The text 'The Team' is overlaid on the right side of the image.

The Team

The Team (2 of 8)

- ✦ Based upon the research/ interviews and organizational needs, your team will prepare a job description to detail skills, behaviors, and experiences required.
- ✦ The team may use a job description questionnaire, intra/interdepartmental interviews and/or a management position audit to get a complete and comprehensive picture.



The Power Interview

22 Steps to Success (3 of 9)

4. We, as a team, allow adequate time to do the job right. We build a schedule and stick to it.
5. We take resumés with a grain of salt, always searching for inconsistencies.
6. Whenever possible, we create a qualifications questionnaire that every candidate must complete.

A photograph of a paved path in a park. The path is light-colored and leads into the distance. On the left side of the path, there is a dense green hedge and a black metal fence. On the right side, there is a black metal fence with pointed tops, followed by a grassy area and more trees. The background is filled with tall trees and a bright, slightly hazy sky. The overall scene is peaceful and scenic.

What is your
next step?

Download "Interviewing"

PowerPoint presentation

at **ReadySetPresent.com**

156 slides include: 6 pre-interview, interview, and post-interview objectives, a 4 point process for interviewing, a 3 point process for interviewing and another 4 point process for interviewing, 4 points on the importance of effective interviewing, 4 points on interfering factors, 5 points on preparation, 4 tools for interviews, 5 points on the importance of job descriptions, 3 points on the purpose of job descriptions, 4 steps for creating job descriptions, 5 points on preparation, 3 points on probing the resume, 18 types of interviews, 4 points on interview ideas, 6 points on the opening, 8 points on interviewing for what, 6 points on why interviewers take charge, 3 points to embrace, 8 prohibited questions, 7 types of questions, 5 points on the sequence of questions, 6 types of permissible questions, 5 points on behaviors, 4 points on goal of a job, 7 points on observable factors, 16 points on unobservable factors, 5 points on not priming the pump, 5 offensive words, 3 points on setting the stage, 10 points on ground rules, 8 key points, 4 points on a 3-part task statement, 3 practice tips, 17 points on the team, 7 points on the power interview, 22 steps to success and 16 action steps.

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Updated & Expanded 2013

Now: more content, graphics, and diagrams