Unit III

INTERVIEW

An interview definition can be crafted as a gentle conversation between two people or more where questions are asked to a person to get the required responses or answers.

Usually two groups or two individuals sit facing each other in an interview. The person asking questions is the interviewer and the person answering the questions is the interviewee.

It can be simply defined as the formal meeting between two people where the interviewer asks questions to the interviewee to obtain information.

**Objectives of Interview:**

* *It helps to verify the information provided by the candidate. It helps to ascertain the accuracy of the provided facts and information about the candidate.*
* *What the candidate has written in the resume are the main points. What other additional skill set does he have? All these are known by conducting interviews.*
* *It not only gives the interviewer information about the candidate’s technical knowledge but also gives an insight into his much needed creative and analytical skills.*
* *Helps in establishing the mutual relation between the employee and the company.*
* *It is useful for the candidate so that he comes to know about his profession, the type of work that is expected from him and he gets to know about the company.*
* *An interview is beneficial for the interviewer and the interviewee as individuals, because both of them gain experience, both professionally and personally.*
* *It helps the candidate assess his skills and know where he lacks and the places where he needs improvement.*
* *The interview also helps the company build its credentials and image among the employment seeking candidates.*

**Types of Interviews:**

1. [One-to-one interview (Personal interview)](https://content.wisestep.com/person-face-face-interviews-advantages-disadvantages/):

It is the most common among the interview types, it involves the interviewer asking questions maybe both technical and general to the interviewee to investigate how fit the candidate is for the job.

**Example:** Posts in small organizations and mid-level and high-level jobs in big organizations.

2. [Group interview](https://content.wisestep.com/tips-for-group-interviews/):

This involves multiple candidates and they are given a topic for discussion. They are assessed on their conversational ability and how satisfactorily they are able to have their own views and make others believe in them. Here, the best among the lot gets selected.

**Example:** Fresher posts and mid-level sales posts.

3. [Panel interview](https://content.wisestep.com/prepare-master-panel-interview-tips/) (Committee Interview):

The interviewers here are a group from among the company people who are in a senior position and usually, the panel interview is when the candidate is supposed to make a presentation. But many-a-times it could be for the job interview as well.

**Example:** Mid-level and high-level jobs.

**Based on the Planning Involved:**

1. [Structured interview](https://content.wisestep.com/structured-interview-definition-types-process-pros-cons/) (Formal interview or guided interview):

Here in the traditional form of an interview, the questions asked are all in a standard format and the same is used for all the candidates. This is to assess the ability of all the candidates impartially.

**Example:** Entry-level jobs for fresher.

2. [Unstructured interview](https://content.wisestep.com/unstructured-interview-definition-advantages-disadvantages/) (Informal interview or conversational interview):

This is the opposite of a structured interview. Here the interviewer has a definite idea in mind about the questions to be asked, but it doesn’t follow a certain format. The interviewer may deviate and a conversation type interview follows.

**Example:** Mid-level job interview for managerial position

**Based on the Facilities or Settings:**

1. [Telephonic interview](https://content.wisestep.com/phone-interview/):

This interview is conducted over the phone and its main objective is to narrow down the probable list of candidates so that only the most eligible ones finally get shortlisted. This is done in the initial stages and before the personal interview.

Also when the candidate is far-off, the company first conducts a telephonic interview and if satisfied then arranges the travel expenses for a one-to-one interview.

**Example:** Interview for entry-level jobs.

2. Online interview ([Video interview](https://content.wisestep.com/preparing-for-a-video-interview/)):

This interview may be was done by instant messaging, online chats, email or through videos. This involves the interviewer asking questions just like in a personal interview.

This is done based on situations like if the interviewee resides far-off or if the interview at the appointed time gets cancelled due to valid reasons. Also, it is more convenient for the interviewer that he can fix the interview at his spare time and convey the message to the candidate a few hours before or so.

This helps as the interviewer doesn’t need to inform the candidate many days in advance.

**Example:** Interview for mid-level posts.

**Conclusion:**

Interviews are great tools that help both the company and the candidates to make the right selection for the jobs. Interview not only helps the establishment to prosper and grow by selecting the right candidates but it also provides a way for the employee to grow both professionally and personally.

**DO’s and DON’T’s of INTERVIEW**

DO’s

• Dress appropriately for the industry; err on the side of being conservative to show you take the interview seriously. Your personal grooming and cleanliness should be impeccable.

• Know the exact time and location of your interview; know how long it takes to get there, park, find a rest room to freshen up, etc.

• Arrive early; 10 minutes prior to the interview start time [or earlier if the event or employer instructs you to do so].

• Treat other people you encounter with courtesy and respect. Their opinions of you might be solicited during hiring decisions.

• Offer a firm handshake, make eye contact, and have a friendly expression when you are greeted by your interviewer.

• Listen to be sure you understand your interviewer's name and the correct pronunciation.

• Even when your interviewer gives you a first and last name, address your interviewer by title (Ms., Mr., Dr.) and last name, until invited to do otherwise.

• Maintain good eye contact during the interview.

• Sit still in your seat; avoid fidgeting and slouching.

• Respond to questions and back up your statements about yourself with specific examples whenever possible.

• Ask for clarification if you don't understand a question.

• Be thorough in your responses, while being concise in your wording.

• Be honest and be yourself — your best professional self. Dishonesty gets discovered and is grounds for withdrawing job offers and for firing. You want a good match between yourself and your employer. If you get hired by acting like someone other than yourself, you and your employer will both be unhappy.

• Treat the interview seriously and as though you are truly interested in the employer and the opportunity presented.

• Exhibit a positive attitude. The interviewer is evaluating you as a potential co-worker. Behave like someone you would want to work with.

• Have intelligent questions prepared to ask the interviewer. Having done your research about the employer in advance, ask questions which you did not find answered in your research.

• Evaluate the interviewer and the organization s/he represents. An interview is a two-way street. Conduct yourself cordially and respectfully, while thinking critically about the way you are treated and the values and priorities of the organization.

• Do expect to be treated appropriately. If you believe you were treated inappropriately or asked questions that were inappropriate or made you uncomfortable, discuss this with a Career and Professional Development advisor or the director.

• Make sure you understand the employer's next step in the hiring process; know when and from whom you should expect to hear next. Know what action you are expected to take next, if any.

• When the interviewer concludes the interview, offer a firm handshake and make eye contact. Depart gracefully.

• After the interview, make notes right away so you don't forget critical details.

• Write a thank-you letter to your interviewer promptly.

DON’T’s

• Don't make excuses. Take responsibility for your decisions and your actions.

• Don't make negative comments about previous employers or professors (or others).

• Don't falsify application materials or answers to interview questions.

• Don't treat the interview casually, as if you are just shopping around or doing the interview for practice. This is an insult to the interviewer and to the organization.

• Don't give the impression that you are only interested in an organization because of its geographic location.

• Don't give the impression you are only interested in salary; don't ask about salary and benefits issues until the subject is brought up by the employer.

• Don't act as though you would take any job or are desperate for employment.

• Don't make the interviewer guess what type of work you are interested in; it is not the interviewer's job to act as a career advisor to you.

• Don't be unprepared for typical interview questions. You may not be asked all of them in every interview, but being unprepared will not help you.

• A job search can be hard work and involve frustrations; don't exhibit frustrations or a negative attitude in an interview.

• Don't go to extremes with your posture; don't slouch, and don't sit rigidly on the edge of your chair.

• Don't assume that a female interviewer is "Mrs." or "Miss." Address her as "Ms." unless told otherwise. (If she has a Ph.D. or other doctoral degree or medical degree, use "Dr. [lastname]" just as you would with a male interviewer. Marital status of anyone, regardless of gender, is irrelevant to the purpose of the interview.

• Don't chew gum or smell like smoke.

• Don't allow your cell phone to sound during the interview. If it does, apologize quickly and ignore it. Don't take a cell phone call. Don't look at a text message.

• Don't take your parents, your pet (an assistance animal is not a pet in this circumstance), spouse, fiancé, friends, or anyone to an interview. If you are not grown up and independent enough to attend an interview alone, you're insufficiently grown up and independent for a job.