

THE VALIDITY AND UTILITY OF INTERVIEW METHODS IN MODERN SCENARIO

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Abstract—Interview is the process of hiring a person for the job. Sometimes questions are complicated but answers are simple. This was shortly describing about the interviews and their types, stages in the interviews and what are the skills needed for the interviewer or job seeker and also some of the common questions are asked in all the interviews are very well framed. Now a day the interview is the first stage. Many people don't know about interview each and every people fear for interviews so this helps them to give a confident. And This are clearly defined what to do while interview and what do not in interview are mentioned.so this may help for many freshers those who are attend a first interview.

Keywords—Achievement, Competition, Experience, Interview, Strength.

INTRODUCTION

The word interview comes from Latin and middle French words meaning to “see between” or “see each other”. Generally, interview means a private meeting between people when questions are asked and answered. The person who answers the questions of an interview is called an interviewer.

According to Thill and Bovee, “An interview is any planed conversation with a specific purpose involving two or more people”.

So, an interview is formal meetings between two people (the interviewer and the interviewee) where the questions are asked by the interviewer to obtain information, qualities, attitudes, wishes etc. Form the interviewee.

STAGES OF THE INTERVIEW

STAGE 1: Introduction

Lasting approximately two to three minutes, you are meeting the interviewers and being escorted to the interview room. It is essential that you start strong, offering a firm handshake, standing confidently, and making good eye contact. Some reports indicate that employers will make their decision to hire a candidate within the first 30 seconds of the interview! Employers may take the time to share information about their organization. Feel free to jot down notes to remember key points for future reference.

STAGE 2: Q&A

The longest portion of the interview, this is when the employer asks you questions and listens to your responses. If the interview is a 30-minute screening interview, this portion is typically about 20 minutes long.

STAGE 3: Your Questions

The employer will ask if you have any questions. This is your chance to demonstrate your knowledge of the organization by asking thoughtful questions. Always come prepared! Bring at least three questions, but also feel free to modify them based on the information you learn during the interview. Be sure to make notes as the interviewer answers your questions.

STAGE 4: Closing

During the last few minutes, take the time to end on a positive note. Reiterate your interest in the position and gather business cards from everyone present. Be sure to thank them for the invitation to interview and offer a firm handshake while making good eye contact.

TYPES OF INTERVIEW

There are many types of interviews that an organization can arrange. It depends on the objectives of taking the interview. Some important types of interviews are stated below:

1. **Personal interviews:** Personal interviews include:

- Selection of the employees.
- Promotion of the employees.
- Retirement and resignation of the employees

Of course, this type of interview is designed to obtain information through discussion and observation about how well the interviewer will perform on the job and also this is the very important stage.

Evaluation interviews: The interviews which take place annually to review the progress of the interviewee are called the evaluation interviews. Naturally, it is occurring between superiors and subordinates. The main objective of this interview is to find out the strengths and weaknesses of the employees so they note each and every movement of the job seeker.

Persuasive interviews: This type of interview is designed to sell someone a product or an idea. When a sales representative talk with a target buyer, persuasion takes the form of convincing the target that the product or idea meets a need.

Structured interviews: Structured interviews tend to follow formal procedures; the interviewer follows a predetermined agenda or questions.

Unstructured interviews: When the interview does not follow the formal rules or procedures. It is called an unstructured *interview*. They freely discuss about anything they like they ask any questions for e.g., about your family, goal, current issues etc.

Disciplinary interviews: Disciplinary interviews are occurring when an employee has been accused of breaching the organization's rules and procedures.

Stress interviews: It is designed to place the interviewee in a stress situation in order to observe the interviewees reaction and how they perform an also whether the person handle that situation or not.

Public interviews: These include political parties' radio-television and newspaper and other social medias.

Informal or conversational interview: In the conversational interview, no predetermined questions are asked, in order to remain as open and adaptable a possible to the interviewee's nature and priorities; during the interview the interviewer "goes with the flow".

Standardized or open-ended interview: Here the same open-ended questions are asked to all interviewees; this approach facilitates faster interviews faster interviews that can be more easily analysed and compared.

Closed or fixed-response interview: It is an interview where all interviewers ask the same questions and asked to choose answers from among the same set of alternatives. This formal is useful for those not practiced in interviewing.

TIPS FOR FIRST INTERVIEWS

- **Take it seriously.** Some people do not worry much about first interviews, especially if they are screening interviews. This is because they think the first interview will be quick and very easy. Sometimes people also think Skype or phone interviews are less important. However, it is always important to put your best foot forward. Prepare for every interview, and always be professional.

- **Research the company.** To prepare for the interview, review the job listing and the history of the company. This will help you answer questions about the job and the company, and will demonstrate that you are prepared.
- **Practice your answers.** Along with studying the company, practice answering common interview questions. Whether it is a phone, in-person, or webcam interview, you always want to come off as polished and professional.
- **Show your enthusiasm.** Even this early in the interview process, you want to emphasize your enthusiasm for the company and the job. At this point, the employer is likely looking at a number of candidates, and you want to do what you can to make yourself stand out. Demonstrating passion and interest in the job is a great way to get noticed.
- **Follow up.** Even for a first interview, you should send a thank you letter to the interviewer for taking the time to meet or speak with you. Mention something specific about your interview in the letter so that he or she remembers you.

INTERVIEW QUESTIONS MODELS

- **Tell me something about yourself.**
- Go prepared for this question, as this is the most frequently asked question in the interview. Answer it covering your work experience, educational qualifications and a little information about your family background. Try to focus on key areas of your work while talking about your professional experience. This is an open-ended question and can help you in taking the interview in which every direction you want it to go. You should know where to put a full stop to provoke the desired question from the interviewer.

Why does this role interest you? Or why have you applied for this job?

Keep the focus of the answer to this question on your skills, experience and personal qualities. Link the job requirement to your skills rather than talking about the challenges, career and progression.

Why do you think should we take you for this job?

Don't panic if you are asked this question. Make sure that you have understood the job profile well before you go for the interview. Relate your qualifications and work experience with the job requirements. If there are any new things that you are expected to perform in the new job, say that you are always open to learn the new things and take up the new challenges.

What motivates you at work?

You can say that competition and new challenges motivate you at work.

Why do you want to leave your present job or why did you leave your last job?

The reasons for switching the job could be numerous. The best answer to offer for this question is to say, "for better prospects". Now they can ask you another question, what do you mean by better prospects? To this you can say, better prospects in terms of experience, and exposure. If you have been made redundant, put your words across very carefully. Your wrong words can give an impression that only you were the one whose position was made redundant, which hardly might be the case. Maybe you can say something like, "Over last 8 months a lot of restructuring was going on in the company and 40 positions became surplus. One of them was mine but I have learnt a lot during my tenure at XYZ company and I am sure I can add a lot of value to a position like the we are discussing about"

What is your greatest strength?

Interpret this question is, what is your greatest relevant strength? Or Why should we hire you? Tell them a strength that they want to buy. For this you will need to properly understand the job profile and keep your answer ready. For example, if the job needs you to have convincing answers ready for the any type customer's questions, you can sell "your presence of mind" or if you are required to change you sector or industry you can offer "your adaptability" as an answer. It is important to keep ready at least 2 examples of the mentioned strength.

What is your greatest weakness?

Interpret this question is, why shouldn't we hire you? There 3 ways to tackle this question. Judge the situation and use one of them.

First way: Use your sense of humour. If the interview is proceeding in the light way and you have built up a good rapport with the interviewer, you can get out of it by saying “Ice-cream”. Accompany it with a right body language.

Second Way: If you have to answer this question seriously, give a weakness which doesn't relate to the job under discussion. For example, you can say, I have been using a camera since childhood but I still don't know how to mend it. If it is spoiled, I will need to take it to an expert.

Third way: Understand the requirement of the role under discussion and say that others accuse you of having that weakness but you think that it is important for your work. For example, if the job needs a detailed study and leaving a single step might need you to re-run the whole process say that “My colleagues accuse me of having a too much eye for detail but I have experienced that to do this work you need to go into details rather than cutting corners. I have worked with people following a shorter route and doing the whole exercise again, which I would not prefer to do.”

What is your greatest achievement?

The underlying agenda is to know what personal qualities were required to achieve it. Don't go back too far to answer this question as this might give an impression that you have not achieved anything since then. Find a relevant answer in the recent past for this question. If you are a fresher and have been a topper of your college or university, you can say that during the interview.

Are you ambitious?

You can say that I am very ambitious in the way that I don't like to get to get a feeling of stagnancy. I want that I should always be getting new experiences and learning new things

What qualities would you look for, if you were recruiting someone for this position?

To answer this question, you need to analyse the requirements of the job profile before appearing for the interview. The answer to this question would estimate your understanding of the role under discussion.

Are you speaking to some other companies? Or how is your job search going on?

This question gives you an opportunity to let the interviewer know that other companies are also interested in hiring you and gives you leverage while negotiating the salary. You can say, Yes, I am in the final round of discussion with two other companies. Approach the interviewer as a “Problem Solver” and not as a “Job Beggar”.

Which companies are you talking to?

You can maintain your integrity by refusing to disclose the names. You can simply say, they haven't notified these openings so I believe they would not like their names to be revealed. At times, taking the competitor's names might increase your chances of being hires. Analyse the situation and answer accordingly.

Are you ready to relocate?

You can say, for a right position and right company relocation should not be a problem. Do not close the discussion at the earlier stage by saying “No”.

You have stayed for a long time with your last company-Why?

Staying with the same company for too long may be considered as the candidate being un-ambitious. While answering this question you can say, “Yes, I preferred to stay with them all this while because I was regularly adding value to my experience there and I was growing as a professional”.

You have switched many jobs-why?

Too much job hopping gives an impression that the candidate is unstable and unreliable but you can put this query to ease by saying that you switched jobs to broaden your experience

15 THINGS YOU SHOULD NOT DO AT AN INTERVIEW

If your CV and cover letter have been impressive enough to get you an interview, the job could be yours – provided you perform well at the interview. Even the most seasoned professional can get flustered and spoil their chances, so with a little preparation you can avoid falling foul of these common interview blunders.

Not doing your research

You might have the skills to do the job but do you know the how the company operates? Check the ‘About Us’ link on the company website and read their mission statement. Find out who the competition and major players in the market are.

Turning up late

Unless you have a very good excuse and ring ahead to rearrange, turning up late for an appointment will not endear you to any employer.

Dressing inappropriately

While smart casual might be the current trend, professional attire is still proper business etiquette for interviews. It’s all about first impressions.

Fidgeting with unnecessary props

This can include mobile phones, nail files and chewing gum. They all have one thing in common — they don’t belong at the interview table.

Poor body language

Eye contact, good posture, a cheerful demeanour and a firm handshake will get you a long way in an interview.

Unclear answering and rambling

Take time to think before you answer questions and avoid stumbling to an uncomfortable halt; it doesn’t inspire confidence. Also, don’t mumble; the interviewer doesn’t want to have to ask you to repeat an answer or have to strain to hear every word you’re saying

Speaking negatively about your current employer

Never complain about your current employer no matter how despotic or ineffectual they are. Badmouthing won’t reflect well on you.

Not asking questions

Employers want to see you’re interested enough to hear more about the post or company and will look kindly on any well-placed questions.

Lying on your CV

Anything written on your CV could be discussed at an interview and a fabrication about your work or education record could damage your reputation in the long run.

Getting personal or too familiar

Avoid giving sob stories about how much you need the job due to the mountain of debt you’ve accrued. Also, don’t behave in a conceited or over familiar and flirty manner; it’s not a good look no matter how much you fancy your chances.

Not bringing along additional CVs

If you’re unsure how many people will be interviewing you, bring along surplus copies of your CV to hand out. It will show that you’re highly prepared.

Sitting down before invited

It’s common courtesy to wait until you’re shown a seat to sit down. Also, avoid slouching or putting your feet anywhere but firmly on the ground.

Discussing money or time off

Unless an offer is put on the table it’s not recommended that you discuss money or future working and holiday arrangements.

Cursing

Using foul and inappropriate language is generally not acceptable at any time in the workplace, so at an interview it won’t win you any accolades.

Not following up

You might not think you’ve performed well in an interview but a simple email reiterating your interest is a courtesy that might just pay off in the long run.

BODY LANGUAGE DOS AND DON'TS IN INTERVIEWS

Do: Make eye contact

This is the best way to show you’re actually paying attention and engaging with the situation. Of course, this doesn’t mean stare blankly at your interviewer, but strive to hold eye contact for a few seconds at a time. Address the person who asked the question, then hold eye contact with the other interviewer for a few seconds, before returning your attention to the first interviewer.

Don't: Slouch

Sitting hunched forward, or lounging with arms and legs everywhere has the effect of looking a little too relaxed. You don't want to sit there tightly clutching your fists in your lap, but you also don't want to portray a casual, not really bothered attitude.

From the moment, you arrive in the reception area, you need to keep your posture perfect. Always be aware of your body position and avoid angling yourself towards the door, it'll look like you're planning a quick escape! Sit up straight and lean forwards a little when you're asked question, it gives a sense of curiosity and engagement.

Do: Use your hands

Subtly, of course. Touching your fingertips together suggests authority but, as with all things, use it in moderation.

Keeping your palms facing up is a sign of openness and honesty, so keep them in your lap. Try not to clench your fists or wave your hands around to make a point, it will make you seem nervous and unpredictable. And please don't bite your nails. You'll look nervous and it's really distracting!

Don't: Touch your face

People who play with their hair or excessively touch or rub their noses can seem dishonest and untrustworthy. Also try to avoid rubbing your head or neck, it can give the impression of being bored or disinterested. Same goes for sitting with your arms crossed, it just makes you look defensive and unapproachable.

All your personal gestures should be open and expressive. Keep your shoulders relaxed and facing the interviewer to ensure they're always involved in what you're saying.

Do: Smile

Smile and nod where appropriate, and laugh when the interviewer does. You want to show you have a personality and you're paying attention to what's being said.

It goes without saying that you should listen attentively and try not to interrupt. Focus on keeping your tone of voice even and polite. Too soft and you'll seem timid, too loud and you'll seem domineering.

Don't: Move about

This includes tapping your fingertips in the arm rest or jiggling your leg up or down. It's a sign of boredom and impatience. Keep both feet planted firmly on the floor to avoid the temptation. It'll help to keep your posture straight and focussed on your interviewer, which in turn will make you seem more focused.

Do: Mirror

You can quickly get on good terms with your interviewer by matching their positive body language.

But do so sparingly and carefully, if you're too bold you're more likely to frighten the poor interviewer! Mirroring a nod or a subtle shift in posture can create common ground between two people, while matching a handshake is always a good equaliser.

When it comes to handshakes, always remember to stick to the middle ground. Too firm is arrogance, too weak is a pushover.

Most importantly, be respectful and keep a professional personal distance at all times. The first image the interviewer has of you is most likely the one that will stick, but a graceful goodbye is just as important as a classy hello.

Your aim is to always keep the focus on the conversation, so keep your expression interested, your posture confident and your head high from the moment you arrive in the lobby until the second you're a safe distance away.

TOP 10 SKILLS REQUIRED TO CRACK A JOB INTERVIEW

- **Analytical Skills:** Understanding the market situation, prevailing trends, company's requirements. At the same time, capable of discovering own weak points and evaluate the results/effects of projects/policies and related implementation.

- **Communication Skills:** Both written and verbal influencing the interpersonal dealing and collaboration.
- **Flexibility & Adaptability:** Whether you are capable of accepting changes or not, and how much are you capable of adapting and adjusting to the new environment.
- **Initiative and Drive:** Whether you are courageous enough to take an initiative on your own and volunteer for your company and manager or will wait for being pushed to do a job.
- **Management Skills:** Whether you have leadership skills and can address and organize a team. Whether you are capable enough of commanding respect and inspiring others.
- **Planning Skills:** Assessing the surrounding, foresee the future circumstances and accordingly develop relevant plans and strategies, keeping in mind the present and latent requirements, which will match the future demands and trends as well.
- **Problem-Solving Skills:** Apart from applying the previous and known solutions, you are expected to do your own brainstorming and come with new and effective solutions.
- **Teamwork Skills and Enthusiasm:** Collaborating and co-coordinating skills while working and
- **Technical Skills:** Knowledge of technologies and trends. At the same time, you must have learning ability to facilitate the future/new technological applications adopted by the company.

ADVANTAGES OF INTERVIEW

There is some objectives or advantage of interview which are stated below:

Easy correction of speech: Any misunderstanding and mistake can be rectified easily in an interview. Because the interviewer and interviewee physically present before the interview board and find out attitude.

Development of relationship: Relation between the interviewer and the interviewee can be developed through an interview. It increases mutual understanding and co-operation between the parties.

Selection of suitable candidate: Suitable candidates can be selected through interview because the interview can know a lot about the candidate by this process.

Collection of primary information: Interview can help to collect the fresh, new and primary information as needed.

Sufficient information: Sufficient information can be collected through the interview process. Because the interviewer can ask any question to the interviewee.

Time saving: Interview can help to save time to select the best suitable candidate. Within a very short time communication can be accomplished with the interview.

Less costly: It is less costly than other process of communication. It is very simple, prompt and low cost method of communication.

Increasing knowledge: Any interview increases the knowledge of both the interviewer and the interviewee. They can interchange their views and ideas.

Explore cause behind the problem: In business, executives need to solve different types of problems. To explore or to find out the actual reasons behind the problem interview method can be used.

In depth analysis: Through planned interviews detailed information can be collected which enables proper analysis of a problem. Abstract factors like attitudes, feelings, opinion etc. Can be successfully evaluated or analysed through interviews.

Solving labour problems: Labour unrest and other disputes are very common in the industries. Sometimes human resource managers use the interview as a means of revealing actual causes behind the labour disputes.

Flexible: One of the major advantages of interview is feasible. That depends on the situation it can be framed differently.

DISADVANTAGE OF INTERVIEWS

There are some limitations of the interview process. It is not free from defects. The disadvantages of the interview are discussed below:

Incomplete process: Suitable candidate cannot be selected by interview only. The written test is more important than the interview.

No record: In the case of the interview some confusion may be arisen in the future as, there is no evidence actually that have been discussed at interview.

Lack of attention: Much attention is required for a good interview. But sometimes it is observed that both the interviewer and the interviewee are less attentive. That is why real information cannot be collected.

Disappointed: Interviewee may be disappointed while she or he faces the interviewer's questions which are not related to the field. That is why suitable candidate may be neglected.

Time consuming: Time constrain is one of the major limitations of the interview process. Preparation for the interview, taking interviews and interpretation of the responses required much time, which makes the interview method time consuming.

Costly: Generally, interview method is expensive.

Inefficiency of the interviewer: Interview is a systematic process of data collection. The success of an interview depends on the efficiency of the interviewer. This inefficiency of an interviewer can lead to misleading results.

CONCLUSION

The candidate has to physically and emotionally be prepared apart from being knowledgeable in the domain area. many of the recruiters believe in recruit for attitude, train for skill. Apart from a pleasing personality, grooming and effective communication play a vital role in succeeding at interview.

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