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How to pass successive job interview?

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Abstract

We spend a large part of our lives working, so the more enjoyable your work is, the more you will enjoy life! this research paper illustrate the definition, importance, types, skills and some questions of jobs interview which help you to prepare for all that important arts of interview skills that will get you to the job that you want. rather you are a new graduate entering the work place for the first time. an experienced worker facing redundancy as part of an organizational restructure or thinking of applying for a promotion in your current job. This research will inform and inspire you to your future brightness and success.

Keywords: job applicant, employer, interview and skills of interview

Introduction

An interview is an attempt to secure maximum amount of information form the candidate concerning his suitability for the job under consideration or in other words interview is a formal meeting or conversation between employer and job applicant.

Objectives & importance of interview

In the selection process, interviews serve the following important purposes.

1. To verify the information obtained in earlier steps, i.e. application form and tests.
2. To judge the job applicants qualification and characteristics so as to decide whether or not to select him.
3. To give the candidate essential facts about the job and the company to empower him to decide intelligently whether he should or should not accept the employment.
4. To established a rapport between the company and the candidate and to promote the company's goodwill.

Types of interview

The interviews are classified by the purpose for which the interview is going to be hold.

Promotion interview

Persons due for promotion are interviewed even there is no other candidates for competition. The interview is likely to be informal and serves as result into a new team, with new responsibilities. Clarification about nature of duties, responsibilities and expectations are made during a promotion interview.

Informal interview

It is planned and is used when the staff is required as soon as possible. A friend or relative of the employer may take a candidate to the house of employer or manager who ask few questions like name, birth place, educations and experience, etc. when candidate seeks about the vacancies after reading an advertisement, it's an example of informal interview.

Formal or planned interview

This type of interview is preplanned and is held in a formal way. All the formalities and procedure, such as time, venue and the questions to be asked are decided in advance.

Appraisal or assessment interview

An appraisal interview is one of the methods of periodical assessment of employees. There are some other methods like completion of self-assessment forms and assessment by

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supervisors. But annual appraisal interview is the best method for judging employees' attitudes. A face-to-face confidential talk is a good chance for both, the employee and the supervisor to discuss several issues between each other.

Patterned or structured interview

Such interview is fully planned to a high degree of accuracy and precision. It's based on the assumption that to be more effective every pertinent detail should be worked out in advance. Therefore, a list questions to be asked is prepared and the questions are asked in a particular cycle. The time to be allowed to each candidate and the information to be sought a pre decided. The interviewer is carefully selected. The interviewer actively participates and the candidate is expected only to answer the questions. Thus, a standardized pattern is adopted or the structure of the interview is decided in advance. Such interview is also known as directed or guided interview. It allows for a systematic coverage of the required information.

Stress interview

This interview aims at testing the candidate's job behavior and level of withstanding during the period of stress and strain. Interviewer tests the candidate by putting him under stress and strain by interrupting the applicant from answering, criticizing his opinions, asking questions pertaining to unrelated areas, keeping silent for unduly long period after he has finished speaking etc. Stress during the middle portion of the interview gives effective results. Stress interview must be handled with at most care and skill. This type of interview is often invalid. As the interviewee's need for a job, his previous experience in such type of interviews may inhibit his actual behavior under such situations.

Behavioral interview

In a behavioral interview, the interviewer will ask you questions based on common situations of the job you are applying for. The logic behind the behavioral interview is that your future performance will be based on a past performance of a similar situation. You should expect questions that inquire about what you did when you were in XXX situation and how did you dealt with it. In a behavioral interview, the interviewer wants to see how you deal with certain problems and what you do to solve them.

Group interview

Many times corporations will conduct a group interview to quickly prescreen candidates for the job opening as well as give the candidates the chance to quickly learn about the company to see if they want to work there. Many times, a group interview will begin with a short presentation about the company. After that, they may speak to each candidate individually and ask them a few questions.

One of the most important things the employer is observing during a group interview, is how you interact with the other candidates. Are you emerging as a leader or are you more likely to complete tasks that are asked of you? Neither is necessarily better than the other, it just depends on what type of personality works best for the position that needs to be filled.

Lunch interview

Many times lunch interviews are conducted as a second interview. The company will invite you to lunch with additional members of the team to further get to know you and see how you fit in. This is a great time to ask any questions you may have about the company or position as well, so make sure you prepare your questions in advance. Although you are being treated to a meal, the interview is not about the food. Don't order anything that is too expensive or messy to eat. Never take your leftovers home in a doggy bag either. You want to have your best table manners and be as neat as possible. You don't need to offer to pay, it is never expected for a candidate to pay at a lunch interview. Chew quietly and in small bites so you don't get caught with a mouthful of food when the recruiter asks you a question.

Group discussion interview

There are two methods of conducting group discussion interview, namely group interview method and discussion interview method. All the candidates or a group of candidates are interviewed together. Group interviews are conducted to save time when there is large number of applications for a few job vacancies. Topic will be given to discuss among the candidates and the interviewer's judges the innovativeness and behavior of each candidate in the group under the discussion interview method, one topic is given for discussion to the candidates who assemble in one room and they are asked to discuss the topic in detail. This type of interview helps the interviewer in appraising, certain skills of the candidates like initiative, inter-personal skills, dynamism, leading comprehension, presentation and collaboration etc.

Interviewers are at ease in this category of interview because of its informality and flexibility. But it may fail to cover some significant portions of the candidates' background and skills.

Depth interview

Depth interview is a semi –structured interview where, the candidates would be examined extensively in core areas of knowledge and skills of the job. Experts in that particular field examine the candidates by posing relevant questions as to extract critical answers from them, initiating discussions regarding critical areas of the job, and by asking the candidates to explain even minute operations of the job performance. Thus, the candidate is examined thoroughly in critical / core areas in their interviews.

Phone or screening interview

A screening interview may be for a position where the candidate is not local or for an initial prescreening call to see if they want to invite you in for an in-person interview. You may be asked typical questions or behavioral questions. Most of the time you will schedule an appointment for a phone interview. If the interviewer calls unexpectedly, it's ok to ask them politely to schedule an appointment. On a phone interview, make sure your call waiting is turned off, you are in a quiet room, and you are not eating, drinking or chewing gum. Or generally we can say telephone interviews are done for initial screening of candidates from the pool of applicants.

Panel or board interview

Panel interviews, as the name indicates, is being conducted by a group of people. In this type of interview, three to five members of the selection committee will be asking questions to the candidates on different aspect. The final decision will be taken by all the members of the panel collectively

Interview skills

There are some easy steps that you can take that will increase your chances of success at interviews.

First, remember that job interviews should be a process of two-way communication. Not only are they a tool for employers to use to evaluate you, but they are also an opportunity for you to assess the organization, the job, and to see if there is a "fit."

The keys to a successful interview are preparation and practice. The following suggestions will help you prepare for an interview:

Self-evaluation

It is important for you to think about yourself and your past experiences in order to be ready to articulate what you have to offer an employer. Consider the following topics:

- How your present and past experience relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Past experiences you want to highlight such as volunteer work, hobbies, travel
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer

Before the interview

Research the Company - A company's website is an excellent place to begin. It usually gives you information on whether it is international or domestic, how many locations it has, and what its revenues are, and the nature of its major products. Most companies are very proud of their websites. Don't be surprised if one of the first questions interviewers ask when you arrive is "Have you had a chance to look at our website?"

Practice interviews - Write down a list of possible questions that you think may be asked, then have a friend act as an interviewer and direct them to you in a practice interview situation.

Don't stop until you feel comfortable answering each question. Practicing beforehand will make you feel more comfortable and relaxed during the interview.

Dress professionally - In today's environment, wearing a suit isn't always necessary. Contact the HR Manager of the company, and find out what the dress code is for the company at which you are going to interview. Then dress one level above. For instance, if it is business casual, men can dress pants, dress shirts and sport coat. Women can wear pantsuit, dress or a skirt and blouse. Visual impressions are very important. Therefore, if in doubt, always dress on the conservative side.

Arrival - Try to arrive at the interview location a little early. This gives you time to determine where you need to go, and will give you a few minutes to collect your thoughts. DO NOT arrive late. Nothing destroys your chance at impressing an employer more than arriving late and offering

no explanation. If you learn at the last minute that you are going to be arriving late at the interview, call and let the interviewer know. Interviewers understand that things can come up suddenly. You are never considered late if you call and make them aware of the fact.

During the interview

First impressions - First impressions take only thirty seconds. Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients. A well-groomed, professional appearance is critical. Greet the interviewer with a firm handshake, whether it is a woman or a man. (No one likes a weak handshake.) Always maintain eye contact while shaking hands.

Smile - A smile denotes confidence in a candidate. Try to smile often. Also, don't be afraid to use some hand animation while answering questions. This suggests enthusiasm in a candidate.

Body Language - Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch.

Speak Clearly - Don't mumble. It portrays a lack of confidence. Speak with assurance. This indicates confidence.

Listen Before Answering - Allow the employer to begin the interview, but be prepared with some opening statements or questions such as, "I understand that this position involves..." or "What are you looking for in a job candidate?" Make sure you understand the question. If not, ask the interviewer to clarify it. Don't be afraid to take some time to think before answering. Interviewers are impressed with someone who thinks out an answer before speaking.

Give Brief Answers - Make your answer concise and to the point. Rambling tends to

Suggest that you really don't have the answer to the questions asked.

Previous Employers - Never, ever say anything negative about your present or previous employers. No matter how much you may have disliked someone, find a way to give your experiences a positive spin.

Be Truthful - Don't lie when asked about something you haven't done. The next question will be "tell us about it."

Know You're Resume - Be prepared to talk about every fact that is on your resume. Many people embellish their accomplishments on their resumes. Avoid this, since the only point of reference an interviewer has about you is the resume you provide to him/her beforehand. Keep things at a professional level - Sometimes near the end of an interview, the two parties start feeling comfortable with each other. Don't let this comfortable feeling lead you to telling them something about yourself that they really shouldn't know. Always keep things at a professional level.

Look for something in Common - This is something that has given us an edge in the past. Try to find a common bond between yourself and your interviewer. If you are being interviewed in an office, look at how the office is decorated. Look for something you can identify with. Is his/her college diploma hanging on the wall? Did you attend a nearby school, or perhaps one in the same Division? If so, make a quick comment about it: "Did you attend Penn State? I attended the University of Michigan. What a great football conference." Interviewers sometimes feel more comfortable with people with whom they have something in common.

This approach has helped several candidates obtain a position over other qualified candidates. Above all, be sincere.

After the interview

Back in Touch - Ask the interviewer when she/he expects to get back to you on her/his decision.

Get Everyone's Business Card - Before you leave, be sure to get the business cards of all of the people with whom you visited. If you cannot do that, ask a secretary for their names and e-mail addresses.

Thank the Interviewer - Verbally thank the interviewer for taking the time to interview you, before leaving. Within a day, send thank-you letters to all of the interviewers with whom you spoke. This does not need to consist of a written letter sent via snail mail; an e-mailed thank-you works just as well.

Do not give up - Sometimes, within ten minutes of the start of an interview, you will know that the job is not one you want to pursue. If you begin to feel this way, don't give up on the interview. Continue to interview as if the job was the most important thing in the world. This provides you with practice for your next interview, which may be for your dream job! Not all interviews will lead to offers of employment, but, if you approach every interview as if it's the most important interview you ever had, you will come out a winner!

Common interview questions

Interview questions fall into four main categories

- Questions about you
- Questions about your work experience and knowledge
- Questions about why you want THIS job
- Competency-based questions

These categories of interview questions include following such questions are be counted in number

General questions

1. Tell me about yourself.
2. What are your key experiences and accomplishments?
3. How would you rank your achievements?
4. What are your strengths and weaknesses?
5. How would your friends describe you?
6. Explain your reason for leaving your current job.
7. What are the most important things to you in a job?
8. What do you value in a supervisor?
9. How would you describe your management style?
10. What appeals to you about this job and organization?
11. Describe the ideal position in our company.
12. What qualities do you think make someone successful in our industry?
13. What would you like me to know most that is not on your resume?

Methods and Materials

In this research paper I have took advantages as references, such international books, magazines, journals, research papers, articles and mobile applications.

Conclusion

Interview is taken from Latin and middle French words which means "see between" or "see each other". The interview proves to be almost a universal selection tool.

Dealing with people has always been an art and not a science. Successful interviewing is an art rather than a science as it involves dealing with people. Yet there are certain characteristics that are common to all satisfactory interviews There for interviews provide a testing ground for applicants and employers to explore mutual interests, shared goals, common value and needs. According to the purpose for which for interview held are divided as follows

1. Promotion interview
2. Informal interview
3. Formal interview
4. Assessment interview
5. Patterned interview
6. Stress interview
7. Behavioral interview
8. Group interview
9. Lunch interview
10. Group discussion interview
11. Depth interview
12. phone interview
13. panel interview

For better result of interview or to be hired in job before interview (Research about company, practice interview, dress professionally and arrive early) during interview (Make first impressions, body language, speak clearly, listen be for answering, give brief answers and be truthful, know your resume and look for something in common) and after the interview (Back in touch, get everyone's business card before you leave, thank the interviewer, do not give up and come out a winner) points must be considered.

Most of times these questions are asked in different types of job interview

1. Tell me about yourself.
2. What are your strengths and weaknesses?
3. Explain your reason for leaving your current job.
4. What are the most important things to you in a job?
5. What would you like me to know most that is not on your resume?

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