

# Interview: A Doorway to A Professional World



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## Abstract

Interview is an interaction between an interviewee and the interviewers. It is an exchange of information with a purpose. The purpose of the applicant is to get the job and that of the interviewer is to choose a suitable candidate for the post. Interviews are conducted at the entry level as well as when the person is already in a job. With the world moving towards globalisation and growing technology, the ways of conducting interviews has also changed. Interview today are conducted using internet, through video conferencing and even on the telephone. There are various other techniques to test the suitability of the candidate for the job, but interview is the final step for selection to a specific position which is widely adopted both in private and public sector all over the world. The aim of the paper is to probe various aspects needed to excel in an interview.

**Keywords:** Information, Purpose, Interviewee, Interviewer, Suitability, Selection.

## Introduction

We are living in a technologically advanced age where the competition in each and every field is at its threshold .Innovation is the need of an hour. Inertia and resistance to new technologies and ideologies would lead to complete fiasco. The rise in economy and upsurge in industrial sector is the result of the innovative ideologies, be it in India or across the world. Recruiting highly qualified, knowledgeable, and experienced candidates is the prime focus of the recruiters today. So job interview is one of the most important components of the selection process.

## Review of Literature

Oxford English Dictionary defines interview as, “a spoken examination of an applicant for a job or college place” ( Catherine Soanes, 2003) “ It is a formal meeting at which someone is asked questions in order to find out if they are suitable for a job or a course of study”. ([http://www.collins dictionary.com](http://www.collinsdictionary.com)) Interview is basically a “two way process” in the selection process as it involves the interviewers and the interviewee (Barun K. Mitra, 2016). The word interview is taken from two words ‘inter’ meaning between and ‘view’ meaning ‘to see’. (Sanjay Kumar & Pushp Lata, 2015) The purpose of the interviewer is to select a suitable candidate and that of the interviewee is to get success in the selection process and get the job. So its a purposeful inter-personal communication between two individual or parties” (Krishna Mohan and Meera Banerjee, 2009) It is not necessary that a candidate appears before the interview board in his individual capacity but may also represent his organisation as well. Written records may not project the overall personality of a candidate so interview serves as the gateway to explore various traits which the prospective employer is looking for. Interviews can be conducted for various reasons like for employment purpose, for psychological purpose. They are also conducted for college students as well as by the journalists. (<http://en.wikipedia.org/wiki/interview>) Therefore interview is a structured method of gathering and exchanging information, through interaction. ([http:// sectorsource.ca](http://sectorsource.ca))

## Aim of the Study

The aim of the paper is to delve into the deep roots to highlight the ways to achieve success in an interview.

Interview is a ‘dyadic’ (Krishna Mohan, 2009) communication, that is, it is a ‘face to face conversation between the interviewer and the interviewee. This involves an exchange of information within a

Specified period of time allocated, depending upon the number of interviewees. Today with the growth in economy and modernization at its zenith a lot of transition has taken place in every field be it public sector or the private sector. In a highly competitive and modernized world where a

modern technique has gained its hold in contrast to the traditional methods, the scenario in the recruitment process has also undergone lot of change. Delving into the past mails via post served as a means to convey information to call for an interview. It had certain flaws as this method was time consuming and cost bearing for both the interviewer and the interviewee. With the change in times mails can be sent through electronic means of communication as well so as to avoid inconvenience to the interviewee. In the present scenario modern means of technological communication like internet has enabled easy access to the interviewer and the interviewee. Interview via video conferencing has connected both the parties who are geographically at distinct setting and location from each other. The other means of communication through which interviews are conducted is the telephone, though the interviewer and interviewee cannot perceive each other visibly. All these modes involve a "conversation" between two individuals or one- to- many individuals in a prearranged and planned manner. This mode of interviews not only reduces the expenses but also is the fastest mode of interaction. But the purpose of the interviewer in each case is to test various hard skills and soft skills required for a particular job. On the other hand the purpose of the interviewee is to exhibit his personality traits and grab an opportunity to be part of an esteemed organisation.

There are various ways and criteria's for which interviews are conducted. They are:

1. Psychological Interviews: These interviews are conducted by experienced psychologists or trained counsellors. The purpose of such interview is to provide counselling to those who are depressed, are undergoing any emotional crisis or are victims of some crime. Here the counsellors or psychiatrists try to bring back the patient to their normal state. Presently various companies employ counsellors to treat those employees undergoing various emotional crises.
2. Journalistic and media interviews: Such interviews are conducted by the journalists who report and cover stories on politics, entertainment, education, research etc. so as to probe the truth or just to provide information to the society. Its purpose might also be to entertain the public. Example, If a reporter interviews the head of the educational institutions, he tries to reflect the status of such institutions in the present scenario. So the purpose is to project the reality. If the celebrities from the film industry are interviewed then its purpose might be to entertain the public.
3. Research interviews: Such interviews are conducted to extract information on the qualitative research in academics or in marketing. The purpose of the interviewer here is to get an expert opinion on the research that would be beneficial for social consumption.
4. Apart from these we have job interviews or employment interviews, which are of prime importance for a job seeker.

Most of the firms conduct employment interviews with a purpose to get the best candidate for the growth of an organisation. The primary aim of the employer is to judge various personality traits like body language, communication skills, reasoning ability, sense of values honesty and above all positive attitude towards the work. The qualifications and other qualities revealed in the resume do not present the complete and realistic picture of a candidate which a personal interaction can fulfil. Every applicants dream is to get success in a job. To achieve success the applicant must exude neat physical appearance, positive attitude, loud, clear and confident voice, cheerful expressions, punctuality and above all courtesy in manners, honesty and an ability to be a good listener, is the greatest tool to achieve the goal. All this requires utmost planning and preparation. The interviewee first of all should understand his knowledge and skill. He should introspect his own self to prepare well on the questions related to his strengths and weakness. Secondly, he should prepare the anticipated questions which may likely be asked. Thirdly the participant should also try to collect information regarding the firm, so that a candidate can answer questions like "why do you want to join our company?" with ease.

The interviewee after preparation aspires for a respectable job. Once the applicant gets a respectable job he had aspired for he is interviewed time and again within a stipulated time period. This includes interview to get promotion. Promotional interviews are conducted as an "additional instrument to judge the suitability of an employee for a higher post." The annual confidential report too helps here but an interaction with the employee helps the organization to take decision.

Some organizations conduct 'exit interviews' as well. Such interviews are conducted to get the feedback on work culture, behaviour and salary from those who have resigned from the job. Such an employee is likely to project a realistic picture so that the organisations or the firm can initiate new strategies to overcome the problems the employees face.

Unlike group discussion, interview is well structured and organised to test the suitability of a candidate for a job. The interview process basically involves certain steps. The interview starts with 'direct question' related to the achievements mentioned in the resume or curriculum vitae. Questions like "Introduce yourself"?, "Why do you want to be part of our firm"?, "What if you are not selected or promoted"?, are asked just to create a healthy and congenial environment so that the interview becomes dynamic.

The next step is to focus on the areas of specialization. These questions may include questions based on the recent research work and the candidates experience in it. The participant can also highlight ones experience and relevance of research work to the present job.

Another step includes the 'closed questions'. These questions include the negotiation regarding

salary package or the time a candidate would take in joining the firm.

#### **Conclusion**

The candidates would perform better if the educational institutions train them to excel in an interview. The same kind of environment may be created by the instructor guiding them and should point out their flaws in the end so that the candidate can review and work on his weak areas. This will surely enable them to sharpen their personality traits and would help them to instil confidence to achieve success in an interview, as it is rightly said ,” Practice makes a man perfect”.

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