

Interview ಸಂದರ್ಶನ

When you split the word 'interview' you get two words, 'inter' and 'view'. This roughly translates to 'between view' or seeing each other. This means that both the groups involved in an interview get to know about one another.

An **interview** is essentially a structured conversation where one participant asks questions, and the other provides answers. In common parlance, the word "interview" refers to a one-on-one conversation between an **interviewer** and an **interviewee**. The interviewer asks questions to which the interviewee responds, usually providing information. That information may be used or provided to other audiences immediately or later.

Interviews usually take place face-to-face and in person but the parties may instead be separated geographically, as in videoconferencing or telephone interviews. Interviews almost always involve spoken conversation between two or more parties. In some instances a "**conversation**" can happen between two persons who type their questions and answers.

- 4. Interviewer Effect : ಸಂದರ್ಶಕರ ಪ್ರಭಾವ The identify of the researcher may affect the statements of the interviewee. They may say what they do or what they prefer to do. The two may not tally.
- 5. Inhibitions : ತಡೆಗಟ್ಟುವಿಕೆ The tape recorder or video recorder may inhibit the important. The interview is an artificial situation where people are speaking for the record and on the record and this can be daunting for certain kinds of people.
- 6. Invasion of Privacy : ವೈಯಕ್ತಿಕತೆಯ ಆಕ್ರಮಣ Interviewing can be an invasion of Privacy and may be upsetting for the informant.
- 7. Resources : ಸಂಪನ್ಮೂಲಗಳು The cost of interviewer's fine, of travel and of transcription can be relatively high it the informants are geographically widespread.

• Disadvantages of Interviews :

- 1. Time Consuming : ಸಮಯ ವ್ಯಯ Analysis of data can be difficult and time consuming. Data preparation and analysis is —end loaded|| compared with, for instance, questionnaires, which are preceded and where data are ready for analysis once they have collected. The transcribing and coding of interview data is a major task for the researcher which occurs after the data have been collected.
- 2. Difficulty in data analysis : ದತ್ತಾಂಶ ವಿಶ್ಲೇಷಣೆ ಕಷ್ಟ This method produce non-standard responses. Semi-structured and unstructured interviews produce data that are not pre coded and have a relatively open format.
- 3. Less Reliability : ಕಡಿಮೆ ವಿಶ್ವಾಸಾರ್ಹ Consistency and objectivity are hard to achieve. The data collected are, to an extent, unique owing to the specific content and the specific individuals involved. This has an adverse effect on reliability.
- 5. Flexibility : ನಮ್ಯತೆ Interviews are more flexible as a method of data collection. During adjustments to the line of enquiry can be made.
- 6. Validity : ಸಿಂಧುತ್ವ Direct contact at the point of the interview means that data can be checked for accuracy and relevance as they are collected.
- 7. High response rate : ಉತ್ತಮ ಪ್ರತಿಕ್ರಿಯೆಯು ಲಭ್ಯತೆ. Interviews are generally pre-arranged and scheduled for a convenient time and location. This ensures a relatively high response rate.
- 8. Therapeutic: ಚಿಕಿತ್ಸಕ Interviews can be a rewarding experience for the informant, compared with questionnaires, observation and experiments, there is a more personal element to the method and people end to enjoy the rather rare chance to talk about their ideas at length to a person whose purpose is to listen ad note the ideas without being critical.

• Advantages of Interview :

- 1. Depth Information : ಆಳ ಮಾಹಿತಿ Interviews are particularly good at producing data which deal with topics in depth and in detail. Subjects can be probed, issues pursued lines of investigation followed over a relatively lengthy period.
- 2. Insights : ಒಳನೋಟ The researcher is likely to gain valuable insights based on the depth of the information gathered and the wisdom of —key informants||.
- 3. Equipment : ಸಾಧನಗಳ ಬಳಕೆ Interviews require only simple equipment and build on conversation skills which researchers already have.
- 4. Information Priorities : ಮಾಹಿತಿಯ ಆದ್ಯತೆ Interviews are a good method for producing data based on informant's priorities, opinions and ideas. Informants have the opportunity to expand their ideas, explain their views and identify what regard as their crucial factors.

- 5. Assess the candidate thoroughly: ಸಂದರ್ಶನನ್ನು ಪೂರ್ಣವಾಗಿ ಮೌಲ್ಯಮಾಡುವುದು.

Whether it is the technical skills or creative skills, assess the candidate and seek all relevant information. Look at their conversational skills and how convincing they are.

- 6. Allow the candidate to speak: ಸಂದರ್ಶನಿಗೆ ಮಾತನಾಡಲು ಅವಕಾಶ

Your job of talking is limited to asking questions. So listen and don't talk or interrupt in between. Thus you will be able to gather all the relevant and required information from the candidate.

- 7. Be professional and ask job-related questions: ಸಂದರ್ಶನವು ನಿರ್ದಿಷ್ಟವಾಗಿ ಉದ್ಯೋಗ ಆಧಾರಿತ

You don't want to miss on a potential candidate by being too professional or being too personal. Be polite and draw a line between being professional and personal. Let all your questions be related to the job so that the candidate will feel at ease to answer the questions.

- 8. Do a follow up: ಅನುಸರಣೆ.

After the interview, do let the candidates know of their job status. That way you extend your professional courtesy and help in building the credentials of your company.

• Guidelines for Effective Interviewing:

- **1. Know the candidate beforehand:** ಮೊದಲೇ ಸಂದರ್ಶನನ್ನು ಅರಿತಿರುವುದು.

Review the bio-data clearly before the interview process. Know the candidate, his qualifications, his experiences, and his skill sets. This will give you an idea of the line of questions to be asked to the candidate.

- **2. Jot down questions both the technical and non-technical ones:**

ತಾಂತ್ರಿಕ & ತಾಂತ್ರಿಕವಲ್ಲದ ಪ್ರಶ್ನೆಗಳನ್ನು ಮೊದಲೇ ಬರೆದುಕೊಂಡಿರಬೇಕು.

Note down all the questions you need to ask so that they help you in getting an assessment of the candidate. Ask questions related to the role and responsibilities the post needs and see if the candidate is ready to assume the roles responsibly.

- **3. Prepare an outline of the interview:** ನೀಲ ನಕ್ಷೆ ತಯಾರಿ

Know how you will go about the process of interviewing the candidates. Make a structured plan so that you are able to review the candidate properly.

- **4. Be a responsible interviewer:** ಪ್ರತಿಕ್ರಿಯಾತ್ಮಕ ಸಂದರ್ಶಿತ

See to it that you ask appropriate questions. How you behave and conduct yourself while asking questions is as important as the interviewee answering his questions.

- **3. Depth interview (In-depth interview):** ಆಳ ಶೋಧನಾ ಸಂದರ್ಶನ

- When you need to ascertain everything about the interviewee right from life history, academic qualifications, work experiences, hobbies, and interests; you conduct the depth interview.

- Here the interviewer has a clear idea about the questions he will be asking but once the question is asked, he allows the conversation to flow and is more of a listener. This interview takes time and more of a friendly approach of the interviewer towards the interviewee.

- **Example:** For executive posts.

- **4. Stress interview:** ಒತ್ತಡದ ಸಂದರ್ಶನ

- Very rare, but such interviews are conducted to see how the candidate will be able to react in stressful situations and to assess if he will be able to handle the crisis at his job.

- **Tactics involved include:**

- Completely ignore the candidate by maybe, making a phone call in the middle of the interview.

- Or some other tactic like continuously interrupting the candidate when he answers the questions.

- Trying to enforce your point of view forcefully even if he disagrees.

- Asking a whole lot of questions all at once.

- Interrupting him by asking another question not related to his answer.

- **Example:** For banker jobs.

- **Based on Judging the Abilities:**

- **1. Behavioral-based interview:** ವರ್ತನಾ ಆಧಾರಿತ ಸಂದರ್ಶನ
- The interviewee is asked questions about past work experiences and how it was dealt with in a particular situation. This helps the interviewer understand the candidate's future performance based on his past experiences.
- Here the candidates need to provide examples when they have handled situations. The probing may be in detail to assess the candidate's behaviour and responses and this determines the candidate's future job prospects.
- **Example:** Interview for managerial positions, executive posts.
- **2. Problem-solving interview (Task-Oriented interview):** ಸಮಸ್ಯಾ ನಿವಾರಣಾ ಸಂದರ್ಶನ
- Here the interviewer is more concerned about problem-solving abilities be it technical, managerial, creative or analytical skills. This is the most common among the interview patterns and it may involve either writing and answering a questionnaire set or answering the technical questions orally.
- **Example:** Interviews for Software recruitments, technical industries, and managerial positions.

- **Based on the Planning Involved:**

- **1. Structured interview (Formal interview or guided interview):** ರಚಿತ
- 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 ಅರಚಿತ (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 count of people involved

- **1. One-to-one interview (Personal interview)** : ಒಂದೊಂದಿಗೆ ಸಂದರ್ಶನ
 - 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**: ಗುಂಪು ಸಂದರ್ಶನ
 - 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 (Committee Interview)**: ತಂಡ ತಂಡದ ಸಂದರ್ಶನ
 - 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.

• 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.
- Gives the candidate necessary facts and information about the job and the organisation.
- 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.

- **According to Scott and others**, “an interview is a purposeful exchange of ideas, the answering of questions and communication between two or more persons” ಎರಡು ಅಥವಾ ಎರಡಕ್ಕಿಂತ ಹೆಚ್ಚು ಜನರು ವ್ಯಕ್ತಿಗತವಾಗಿ ಉದ್ದೇಶಪೂರ್ವಕವಾಗಿ ದೈಯೋದ್ದೇಶಗಳ ವಿನಿಮಯವೇ ಈ ಸಂದರ್ಶನ.
- **Bingham and others define an interview** as a ‘conversation with a purpose’. Thus, interview can be defined as an attempt to secure maximum amount of information from the candidate concerning his/her suitability for the job under consideration. ಉದ್ಯೋಗ ಆಧಾರಿತವಾಗಿ ಹೆಚ್ಚಿನ ಮಾಹಿತಿಯನ್ನು ವಿನಿಮಯ ಮಾಡಿಕೊಳ್ಳುವ ಮೂಲಕ ಪಡೆಯುವ ಪ್ರಕ್ರಿಯೆಯು ಸಂದರ್ಶನ.