

Recruitment and selection

Lecture 4th

Recruitment interviews:

An interview refers to a conversation with one or more persons acting as the role of an **interviewer** who ask questions and the person who answers the questions acts as the role of an **interviewee**.

- Getting proper information about the applicant through interview.

The following five P's should be taken into consideration in order to ensure effective selection and interviewing –

Prepare Purpose Performance People Skills & Process.

Overall procedure:

- ✓ Determine the requirements of the job. Conduct a thorough job analysis.
- ✓ Prepare a specific job description and a job specification.
- ✓ Make a plan – how and where to find qualified candidates.
- ✓ Collect and review applications and resumes and from them, select the most potential and qualified candidates for further proceedings.
- ✓ Interview the shortlisted candidates based upon the job description and specification.
- ✓ Verify the candidates' background with the references provided by them.

Importance of interview

- A good interviewer gives good impression about the organization, which in turn increases the goodwill of the organization.
- Interviews help in selecting the right candidate from a group of applicants, who applied for a job.
- Interviews are a medium to help collect useful information about potential candidates.

Types of interviews:

- **Structured Interview** – In this type, the interview is designed and detailed in advance. A structured interview is pre-planned, accurate, and consistent in hiring the candidates.
- **Unstructured Interview** – This type of interview is an unplanned one, where the interview questionnaire is not prepared.
- **Group Interview** Group interviews are conducted to save time when there is a large number of applications for a few job vacancies. A topic will be given to discuss among the candidates and the interviewer judges the innovativeness and behavior of each candidate in the group.
- **Individual Interview** – In an individual interview, the interview takes place one-on-one. This is a two-way communication interview, which helps in finding the right candidate for a vacant job position.
- **Informal Interview** – Such interviews are conducted in an informal way, i.e., the interview will be fixed without any written communication and can be arranged at any place. There is no procedure of asking questions in this type of interview, hence it will be a friendly kind of interview.
- **Formal Interview** – A formal interview held in a formal way, i.e., the candidate will be intimated about the interview well in advance and the interviewer plans and prepares questions for the interview. This is also called as a **planned interview**.
- **Panel Interview** – Panel interview, 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 aspects. The final decision will be taken by all the members of the panel collectively.
- **Exit Interview** – Exit interviews are conducted for those employees who want to leave the organization. The importance of the exit interview is to discover why an employee wants to leave his job.