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[Business](#), [Human Resources](#)



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Abstract It is our nature to have friends since the dawn of time. People have their own way to be attracted to others. Some of them attracted to the nature of their looks and some of them prefer the personality of a person. Some of them are attracted by their brain and intelligence and some of them can be attracted to other people's brawn. This is how most people attracted to other people in order for them to make their lives interesting and not to be bored by accompaniment by certain people that they do not like. To those who are perfectionist in finding their friends to match their exact specification, they do some informal interviews or small chat, per se. Interview is a part of selecting the right candidate for the right job. This is because choosing the right person for your job is one of the most crucial parts in driving your company to a better and a successful future. There are rights and wrongs in the interview method which could be work the other way around (the right way being wrong, the wrong method could be working for someone in their endeavours to find the right candidate). While some essence or elements of the interview nature are subject to debate, I for myself agree that interviews are the right and best way to choose the right person for the job and to know the person personally to make sure that he or she is fit enough for the task and to influence others in a positive way. In this thesis I will strengthen my points of being in the positive side of interviews with providing various examples of interviews and the advantage of each specific system. Examples are varied from Curriculum

Vitae, competency-based interviews, structured job interview, test for specific skills and etcetera. Types of Interview Interview methods are the highly use method for most companies these days to obtain new workers. Not many people know that interviews are not limited in the headquarters of a company boundary, it also can be held at various places and locations to the interviewers' discretion. The easy nature of the whole process also invites most companies to apply this approach as their main modus operandi in choosing the right candidate. According to Beardwell et al (2010, p. 174), interview is ' a controlled conversation with a purpose'. Interviews are divided into a lot of categories ranging from personal matters to skills and knowledge that they obtain and master from their previous alma mater and years of experience from working through different companies. Some interviews that are frequently use by companies are interviews following contents of Curriculum Vitae, competency-based interviews, structured job interview and test for specific skills (Beardwell et al, pg. 174, 2010)

Curriculum Vitae Based Interview According to Beardwell et al (pg. 174, 2010) ' Interviews following contents of Curriculum Vitae' is basically an interview where the interviewer asking the interviewee according to his or her information stated in the Curriculum Vitae. This type of interview is the number one choice for most companies because it is a compulsory for every new candidate for interview to bring their curriculum vitae, hence it is easy for the interviewers to ask them according to their statement in the black and white. Although most people think it is easy to cheat the curriculum vitae, it is not because the company will check their information and find their sources through the right authorities (Mathis et al, pg. 145, 2008).

During this type of interview, it is mandatory for every interviewee to bring their certificates regarding their information in the curriculum vitae. Therefore it is hard for them to lie during this process because the interviewer most likely will know because they are trained to be competent in their work (Beardwell et al, pg. 174, 2010). Competency-based interviews or sometimes is called situational-interviews are basically a type of interview where the judgement of the interviewers is base on the competency of the interviewees (Beardwell et al, pg. 174, 2010). This system is use when technical merits or statistics of abilities for most interviewees are in par with each other and where relative experience is not important or less likely to assist in the new job. Most job interviews highlights questions regarding the previous or past working experience (Mathis et al, pg. 145, 2008). This type of interview is suitable for applicants who are straight and fresh from university or applicants who wanted to change their working field or industry. As a result, this arrangement is open to those who are looking for a job without any past working experience in the field that they are about to dive in head first (Smart, pg. 211, 2005). Interviewee's involvement in previous alma maters and working experiences may add the richness of their own competency-ness. Interviewers skip questions regarding the experience in the industry, so most of them prefer asking questions that need the candidates to prove that they have special set of skills or particular skills that required in the job description. Candidates will be test by random situational examples from their previous past experience in order to convey their personality, set of skills and their aptitude of problem solving skills to the interviewers (Beardwell et al , pg. 175, 2010).

This form of questions will trigger the candidates to open up their situational experience to the interviewers in their previous task with interviewee's old company. Sometimes, some companies throw questions regarding the information about their company to the interviewee to assess their knowledge about them and the industry they have chose (Mathis et al, pg. 145, 2008). As you can see, this interview method is actually one of the best examples to be given why interviews are way much better than the other methods. This type of interview caters for the ' beginners' in any industry where fresh graduates are popping up like daisies in spring time (Smart, pg. 211, 2005). Although the process of this interview look all easy and straight forward, most well-ability candidate can be easily obtain or capture within this interview. Structured Job Interview “ According to an online article published by the South Carolina Human Resources Division, a structured interview is more consistent and objective than a traditional interview. Structured interviews provide detailed information and reduce the possibility of potential unfair subjective assessments. The questions require specific answers, which could make it difficult for candidates. However, applicants receive detailed information about a job and they are able to determine if there is a fit between their skills and the job requirements. In addition to the recruitment function, structured interviews are also useful for collecting large amounts of data for analysis, according to Carolyn Sullins, senior research associate at the Western Michigan University Evaluation Center. Customer opinion surveys and academic research surveys often use structured questions for tabulating responses. Traditional interviews are also known as unstructured interviews because they follow a loose framework, which

makes them appropriate for use in brainstorming sessions, observing focus group participants and in job interviews. " (<http://smallbusiness.chron.com/differences-between-structured-traditional-interviewing-approaches-32808.html>). According to (Beardwell et al , pg. 175, 2010) structured job interview is one of the most popular methods for human resource teams to select the right people for the job. This method is also called pattern interview for certain countries and companies. The meticulousness of this job interview is mostly overlook by most companies because there are a lot of things to be done if this method is use. Companies usually call the interviewees to the interview in a large number in order to get this done (Mathis et al, pg. 146, 2008). Although this interview is hard to be handled by small teams, this method of job interview is required when the interviewers want to choose the proper candidate for the right job. If the job needs certain types of skills, the interviewers will give out questions to the candidates about the demands and the requirements of the position therefore the candidates will answer a set of questions about the position they are about to grab, focusing exactly what the company is searching for. The main point of the interview is to require the interviewer to follow distinct list of pre-determined questions that is required specifically for the position (Beardwell et al , pg. 175, 2010).. Questions that are usually given to the interviewee are ‘ Tell me about yourself’ type of question. While most candidates can answer this question, some candidates fail to describe themselves according to the question because they do not understand the question in general. By doing this, we get to know which applicants is more detail or not-so detail type of a person. The advantage of this type of

interview compared to the non-structured process is most applicants or interviewees are equally eligible to show that they have the set of skills and experience for the position. This specific interview system is usually applied in the initial process for most companies in finding new applicants for their company. This allows the interviewer to collect initial data, including professional details about the applicants' previous jobs or position that the interviewers may want to know about anything regarding the applicants' information. Behavioral-Based Interview " Behavioral based interviewing is interviewing based on discovering how the interviewee acted in specific employment-related situations. The logic is that how the candidates behaved in the past will predict how they will behave in the future i. e. past performance predicts future performance. " (Armstrong, pg. 163, 2006) Armstrong is trying to explain that behavioural based interviewing is basically a strategy tool to mirror the candidates' past working performance. This interview system will most likely reflect the candidates' attitude towards their job governance in the future based on their past performance. This job interview is effective in choosing the right person because the answers that the interviewee gave are most likely straight forward answers according to Beardwell et al (2010, p. 174) . The questions are pretty straight forward, examples for the questions that are usually given to the candidates are strengths and weaknesses of candidates abilities, " What major challenges and problems did you face? How did you handle them?" or " Describe a typical work week." These questions are helpful to the interviewers because the questions are basically things that the candidates face every day in the interviewee's life prior to the interview, according to Torrington et al (pg.

166, 2007). By questioning these types of questions also, experience human resource managers can predict the performance of each and every individual who are interested in the position hence choosing the best of the best and the righteous person for the position is no big deal. This interview also require the interviewer to state the skills required for the position to the candidates to cut the time frame shorter and to find out whether the candidates has what it takes to take on the job without any problem because of the specific skills that he or she need to have. The questions that are thrown to the candidates most of the time are in specific arrangement because the interviewer wanted to know how did the candidates behave during their previous jobs rather than how would they behave. The characteristics of each question are quite probing to the candidates and more specific than traditional question which will make the candidates open up more to the interviewers. Task Oriented or Testing Interview “ This is a problem-solving interview where candidates will be given some exercises to demonstrate their creative and analytical abilities. A company may ask the candidates to take a short test to evaluate their technical knowledge and skills. Sometimes a presentation to a group is necessary to determine their communication skills. ” (Armstrong, pg. 164, 2006) The interview of this ilk is basically focused on technical demanding jobs such as IT personnel or engineers. This type of interview requires the candidates to sit on a test, grading them on how potent their abilities to handle certain jobs that require some or constant monitoring in job (Armstrong, pg. 163, 2006). By putting this technique of interview into use, searching the right candidate is much easier on certain fields because man power are not the main concern if a

company is short on their human resource people. This is said because only few people are needed to invigilate the test for the candidates as most likely the candidates are not prone to copy others because the technicality of the questions and the answers given in the test (Torrington et al, pg. 166, 2007). According to Beardwell et al (2010, p. 176), this system is one of the best of its type in finding the best person for a job because the technical approach by giving a test to candidates. This is said because examinations have been proven since the dawn of time to reflect and show a person's capability, abilities, skills and knowledge in their quest of prestige. The test results are lesser known to be faulty or inaccurate because people will do their best in examinations and test regardless in any field especially for those who are trying their best to secure the best position in a world-class multinational company. Conclusion With the examples of various interviews given in this thesis, it is concluded that most interviews that are given to support my positive side of interviews are concretely absolute. This thesis also shows that interviews are the best way to find the right people, at the right time and at the right place for a job in a company that ranging from requiring certain types of skills to jack-of-all-trades kind of job. The nature of different types of interviews also conveys that to find certain jobs such as IT personnel and engineers, it is best to structure and planned an interview (which is task oriented interview) that suits the requirements of the job, as I mention in this paper earlier. Questions that are given to interviewees do justice to the interviewers if they hand it out effectively therefore planned system (interviews) is the best way to manage and to obtain candidates according to their performance that stated in their resume, CV or any given information

as long it is legit and there are involvement of a few background checking done by the company who lay out the interview. Interviews also can strengthen the human resource team and the selected candidates' connection if they have same personalities or hobbies. This may lead, if God wills, of many years of friendship and mutual respect among those two parties. References * Mathis R. L, Jackson J. H (2008) Human Resource Management, Cengage Learning, London. * Armstrong M. (2006) A Handbook of Human Resource Management Practice, Kogan Page Publishers, London. * Smart B. D (2005) Topgrading: How Leading Companies Win by Hiring, Coaching, and Keeping the Best People, Portfolio Hardcover, London. * Torrington D., Taylor S., Hall L. (2007) Human Resource Management, FT/Prentice Hall, London. * <http://www.iwu.edu/ccenter/students/images/Interview.pdf> * <http://smallbusiness.chron.com/differences-between-structured-traditional-interviewing-approaches-32808.html> * <http://studyingon.com/interview/interview-formats/task-oriented-interview/>