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The transition of our country to a market economy has led to the emergence of a labor market. This market is characterized by the release of labor and an increase in the number of job seekers. Market conditions are changing the value system. So, getting a job is one of the first places in the value series. In order to improve their chances of getting a job, people need to be prepared for continuous improvement. Sometimes even to a change of profession. Some job seekers are even willing to change their place of residence in order to get a well-paid job that interests them.

An interview is an integral part of the recruitment process, during which, sometimes, a huge number of professional methods and techniques are used to give the most objective assessment of the candidate's level of compliance with the position offered to him. Every day the tools of recruitment specialists are updated with new developments in the field of professional and professional assessment.

Interviews are still the most widely used method of personnel selection. Even non-management employees are rarely hired without at least one interview. Selecting a high-ranking Executive may require dozens of interviews that take several months.

Before starting an interview, you should create a program that depends mainly on the number of candidates and what types of interviews (individually or in combination) will be used. The program also depends on the location of the interview. If you are looking for a large number of employees across the country, the Manager can conduct an interview at the regional office of the company or at a hotel, and also assign preliminary interviews to regional managers. If the interview is conducted centrally, then you should use the office of the company or its divisions for this purpose, which will have a significant effect on creating a favorable image of the company.

After the program is compiled, personal recommendations and recommendations from previous employers are received, and candidates are invited, you can start the interview process.

After all candidates have been evaluated, you can proceed to the second stage, which is provided for by the system of objective evaluations of applicants: to compile an analytical table in which the names of all candidates and key requirements for them are recorded, and an appropriate rating is placed against the name of each candidate. This approach

makes it possible to introduce an element of objectivity into this exclusively subjective process.

However, research has revealed a number of problems that reduce the effectiveness of interviews as a selection tool. The basis of these problems is emotional and psychological. For example, there is a tendency to make a decision about a candidate based on first impressions, without taking into account what is said in the rest of the interview. Another problem is the tendency to evaluate a candidate in comparison to the person who was interviewed immediately before. If the previous interviewer looked particularly bad, then the next mediocre candidate will look good or even very good. There is also a tendency for interviewers to rate more favorably those candidates whose appearance, social status, and manners more closely resemble their own.

Research shows that structured interviews with standardized and recorded questions and answers increase the accuracy of this method. However, the interview should focus on issues that are specifically relevant to the job.

Interview methods

The job interview is critical in the recruiting process. It consists in the selection of a suitable person for the job on the basis of objective criteria that are applied to the candidate in a balanced and fair manner. The interview has two main goals:

- Help the organization evaluate candidates for suitability for the position;
- Help candidates evaluate the organization as a future place of work.

Historically, the following interviewing techniques have developed:

- The British interview method is based on a face-to-face interview with candidate recruiting committee members. Interviewers are interested in biography, family traditions and the place where he was educated: "Are you a relative of the Duke of Somerset? Which family member served in the Royal Navy? Where did you study - not at Oxford? " If the candidate successfully answers the questions asked, then he is quickly accepted.
- The German method is based on the preliminary preparation by candidates of a significant number of documents with mandatory written recommendations of well-known specialists, scientists, leaders, politicians. An expert commission of competent persons analyzes the submitted documents, monitors the correctness of their execution. Applicants for vacant positions go through a number of mandatory, rigorous procedures prior to direct interviews.

· The American interview method boils down to testing intellectual and creative abilities, psychological testing using computers, and observing candidates in an informal setting. For this, the candidate is invited, for example, to a weekend, presentation, lunch. At the same time, much attention is paid to the potential of a person and the shortcomings of his personality, which does not always confirm the possibility of a manager selected in this way in a team. However, this method allows you to identify hidden personality flaws that may be unacceptable for work in a particular firm.

· The Chinese method is based on prior written exams and has a long history. Candidates write a number of essays, proving their knowledge of the classics, literacy of writing, knowledge of history. Those who have successfully passed all the exams, and there are several percent of those participating in the competition, write the final essay on the topic of future work. Those who passed this exam are admitted to direct interview. In the case of hiring, their official position often depends on the grade obtained in the exams.

In modern practice of personnel work, various combinations of the above methods are usually observed.

Classification of types of interviews

There are several classifications of types of interviews for different reasons:

Types of interviews by content:

Biographical interview.

Biographical interviews are built around facts from the life of the candidate, his past experience. During such an interview, questions are asked such as: "Tell us about your past work", "Why did you choose the exact institution you entered?", "If you could go back 10 years, what would you do differently?" ...

A biographical interview provides an opportunity to evaluate what the candidate has already done in his life and, based on this, to assume how successfully he will work in the position for which he is applying. The limitation of the biographical interview consists, first of all, in the impossibility of assessing the current state of the candidate, his abilities and motivation.

Situational interview.

During the situational interview, the candidate is asked to solve one or more problems, practical situations. As such, they often use real or hypothetical situations related to the

future activities of the candidate. The interviewer evaluates both the outcome itself and the methods by which the candidate finds a solution. This type makes it possible to assess the candidate's ability to solve certain types of problems to a greater extent than his analytical abilities in general.

Criteria interview.

It is an interview during which the candidate is asked questions about what he would do in a certain situation (related to future professional activities), and his answers are assessed in terms of pre-selected criteria. The advantages of this type of interview are the use of questions and assessment methods that are directly related to professional activities, and it is also easy to rank candidates who answer standard questions. Disadvantages are related to the limited qualities of the candidate being assessed and the need for thorough preparation for the interviewer.

Types of interviews depending on the purpose:

Selection interview.

This is a decisive conversation in which the employer assesses the qualifications of the candidate by diploma and work experience, his determination and goals, his motives, his capabilities and the like. This type of interview is the most detailed and deepest of all.

A selection interview is conducted either by an outside recruiter or by an employee of the HR department where the applicant is employed.

If a candidate is invited for an interview of this type, it means that he is a real applicant for a vacant position and he is compared with other applicants with approximately the same training and experience.

During the screening interview, the candidate may inquire about the objectives of the organization and the department, the principles that govern it, job responsibilities, career opportunities, and other important issues. In addition, you can ask the candidate to express his opinion on certain work situations, his relationship with colleagues and superiors, talk about his own plans and tasks for the future.

Serial interview.

Here we are talking about a series of different types of interviews with different people. Initially, a screening interview may take place with an ordinary employee of the HR department, followed by a screening interview with the head of the HR department. Then

the candidate can be sent to the head of the department in which he gets a job. He can be offered to meet with employees of other departments, in contact with whom he will work. In some cases, very numerous interviews are arranged for the final choice of the person who is to take a responsible post.

Types of interviews by organization:

Phone / video interview (preview).

The first step to the interaction of the employer with the applicant. At this stage, the level of general interest of the applicant in considering the proposed vacant position is ascertained, screening out candidates that are unsuitable on formal grounds. Sometimes, such an interview is singled out as an independent recruiting tool and is called personnel screening.

Individual interview.

This is the most common type of interview, involving one interviewer speaking to each candidate separately. This form of organization allows you to establish good contact with the applicant, discuss a large number of issues in a fairly short period of time. However, errors in assessment associated with the subjectivism of the interviewer, errors "by contrast", etc. are not excluded.

Group interview.

Conducted by several interviewers. For many candidates, this form of interview scares the most. When the conversation is one-on-one, you can focus, make eye contact, create a pleasant atmosphere, and have a nice chat. But when there are three, five or even more asking the question, all the time you have to remember how many eyes are watching you, and tightly control every word and every gesture.

It is advisable to inform the candidate about the group interview in advance.

In the case of a group interview, an atmosphere of uncertainty and indifference is created, which creates additional difficulties for the candidate.

Part of the reason for conducting a group interview is how the applicant will behave in a tense environment when he has to talk to several strangers at once, what is his ability to communicate and how well he adapts to the group. Usually group interviews are conducted by several employees of the department in which there is a vacancy.

Conclusion:

As you know, an interview is one of the most important stages when looking for a new job, because in some cases you do not need to fill out questionnaires, take tests or send a resume, but in any case, the job search process sooner or later ends with an interview (even if it is short and purely formal). It is for this reason that a lot of attention is paid to interviews, and recruiters write a lot on this topic and talk in detail about the behavior during the interview and other nuances. The topic of interviews is often covered in various employment guides and on numerous Internet pages. At the same time, an interview is often called an interview, because in fact it is not a dialogue between the employer and the applicant, but rather the latter's answers to the questions of the former.

In order to make the selection process as optimal as possible, it is advisable to use various options for conducting interviews.

The ability to conduct various types of interviews will provide you with additional opportunities for the correct assessment of applicants, and will also allow you to achieve high work results.

There are many different types of interviews. The form of the interview will depend not only on the style chosen by your interviewer, but also on the type of activity of the company, the position for which you are applying, your personal qualities and the qualities of your interviewer.