

AECC
Sem 2 - BA Prog.

Chapter 3 : Interview

1. What is an interview?

→ An interview is a planned and structured conversation between an interviewer and an interviewee. It is usually marked by a defined outline, context, purpose and duration.

The main difference between dialogue and interview is based upon the above stated points.

Dialogue(s) can be informal, casual, and independent of a prescribed time duration. An interview, on the other hand, is a limited and formal exercise.

It is important to follow certain protocols while appearing for or conducting an interview.

It might appear to be an easy task but it is quite tricky and complicated.

TIPS FOR A GOOD INTERVIEW

If you are planning to take an interview of someone (e.g. college principal, secretary of cultural committee, canteen head, Cf of your class etc.), then there are certain rules you should follow:-

1. TIME & PLACE - schedule the interview well before time and at a convenient location.

2. knowing about the interviewee - Do some basic research about the

person you are supposed to meet.

Find out about his/her area of expertise, experience in the field and other common things.

- 3. Prepare the list of questions beforehand - do not ask casual on-the-spot questions. Prepare formal and relevant questions in advance.
- 4. Ask open-ended questions :- Try to indulge the interviewee in a meaningful exchange. Include questions focusing on WHY and HOW instead of WHAT and WHEN.
- 5. Be a good listener :- Do not interrupt the person. Be patient and put across your views after he/she finishes expressing himself/herself.

EXAMPLE :- Imagine that you are supposed to interview the canteen supervisor of your college, then what exactly will be your agenda?

You will be focusing on the following points :-

- I. the quality of food items
- II. Pricing and quantity issue
- III. Hygienic practices followed by the staff
- IV. Seating arrangements for students
- V. Delivery time taken by the staff.

Hence, as you can see, it is very easy to create some good questions related to important issues in the college canteen.

Likewise, in any scenario, make a list of key issues and then form your questions.

JOB INTERVIEW

This is one of the most commonly used formats and involves variation and strategic planning.

● A job interview is aimed at assessing:

1. Educational background
2. Personality
3. Flaws / weaknesses
4. Strengths
5. vision and perspective regarding a particular job.
6. Ability to lead and conduct projects / tasks assigned

A job interview is strictly formal in nature. It includes both open-ended and closed questions.

The interviewee is expected to pay adequate attention to his/her body language, appearance, communication

skills, and tone. It is essential for a candidate to maintain balance and avoid over-confidence in any given situation.

QUESTIONS FOR PRACTICE :-

- Q1. Write an interview of a famous sports person who will be participating in the Commonwealth Games for the first time.
- Q2. Imagine that you are the Principal of a school interviewing the parents for their child's admission to the first standard. Write the interview.
- Q3. Write an interview with your favourite Bollywood celebrity.
- Q4. Interview the President of RWA of your society regarding some issues.