

**Guest Teacher's name:** Shriya Pandey

**Department:** English

**Day:** Saturday

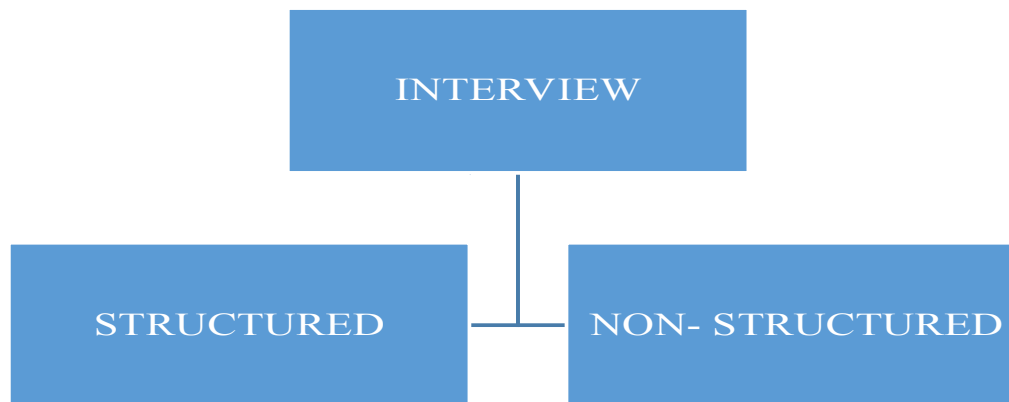
**Date:** 2020/04/18

**Subject:** B. Com, Fourth Semester

**Time-** 10:45 a.m.- 11:45 a.m.

## INTERVIEW

Interviews in methodology books have been generally categorized as being either structured or non-structured interviews.



In which the interviewer seeks information on a limited number of specific topics by referring to a questionnaire, which carries simple yes-no type of close-ended questions, has been classed as the *structured interview*.

On the other hand, a fairly long encounter in which the interviewer talks to the respondent, aiming to draw out from him a lengthy and detailed articulation of his views and experiences on the basis of written or unwritten list of open-ended questions pertaining to the research theme, is termed as the *non-structured interview*.

**The point being highlighted** here is that the purpose behind **providing training to the investigator** should be to make him feel that he is not only a collector of data; rather he should try to understand a given phenomenon in its varied aspects through talking to individuals. He is not there just to elicit answers to the questions on the schedule but he should be sensitive and perceptive towards all that he can pick up from the informant and the setting which is of relevance to the main theme of research. If one may go further, one could perhaps say that neither is it desirable nor is it possible to demarcate clearly the interview technique from other techniques such as observation. A number of techniques should be combined to the best advantage of the research problem.

## **FORMAT**

1. There are a variety of approaches and styles with different employers and interviewers. The length of time can vary.
2. A campus interview usually lasts 30 minutes, but not always.
3. An on-site interview may last a full day, with multiple interviews and meals as part of the evaluation process.

### **Most interviews include these stages:**

#### **1. Introductory stage.**

- a. The interviewer will greet you and establish rapport.
- b. There might be brief discussion of logistics, what will happen during the interview, verification that the interviewer and candidate each have appropriate information, etc. You could offer an updated copy of your resume, and any other paperwork you were asked to bring.

#### **2. Information from the interviewer to the candidate.**

The interviewer might give you more information about the position or the organization. Ideally, you would have received much of that information in advance, because you needed it to prepare for the interview. However, there could be more current or detailed information the interviewer provides.

#### **3. Questions from the interviewer(s) to the candidate.**

- a. Although you could be asked about your understanding of issues related to your career field, an interview is not a test or quiz to see if you have memorized correct answers. It is an opportunity for you to demonstrate your preparation and your thought process.
- b. Behavioral questions [that ask you to describe how you behaved in the past] are used because past behavior is the best predictor of future behavior.

#### **4. Opportunity for you as interviewee to ask questions.**

Interviewers expect candidates to have questions. Having none will send the message you were not prepared or interested. If all the questions you wanted to ask were already answered, you can explain that.

## 5. Conclusion.

HSV 130

INTERVIEWING AND INTERPERSONAL RELATIONS

### INTERVIEW WRITE UP FORMAT

The interview write up is a report of what happened during the interview. The following format outline will cover the key points to be discussed. Please use the headers, but fill in the information in a narrative style.

#### IDENTIFYING INFORMATION

- A) Name – your name
- B) Date – date of the write up
- C) Name of respondent
- D) Interview number
- E) Method – type of interview

#### PREPARATION

- A) Purpose – state the purpose of the interview
- B) Relevant research – review what research was done in preparation and key points developed from this process
- C) Situation – how did the setting and other factors affect the tone or situation towards achieving the purpose

#### OPENING

- A) Rapport – how was it developed and to what level of success
- B) Orientation – what happened during the orientation to develop a mutual understanding and agreement to the purpose, what ground rules were established
- C) Transition – describe how you moved the interview from opening to body

#### BODY

- A) Summarization of facts from interview – review in short narrative what happened during the interview
- B) Transition – describe how you moved from body into closing

#### CLOSING

- A) Agreements to action and future issues – what agreements were made and what plans were developed
- B) Summarization – describe how the purpose was achieved and the effect of the interview on the relationship
- C) Closing statement – how did the interview close

#### PERSONAL COMMENTS

- A) What did you learn about interviewing?
- B) How will you use this to improve your skills?

