

Job interviews

What is it?

A job interview is a conversation between an applicant and employer to determine if the applicant is the best fit for the job in question.

Types:

There are a number of job interview categories: an initial interview or screening, as well as unstructured or structured interviews to review a candidate's qualifications in greater detail. Furthermore, any type of job interview may take place in person or virtually.

➤ Initial Interview:

An initial interview helps an employer discern if an applicant should be selected to proceed with the more extensive interview process. A human resources staff member typically conducts an initial interview by phone and asks a standard set of questions for screening purposes.

For example, an HR specialist with an online education company might be responsible for conducting an initial interview to confirm a candidate's teaching experience and hours of availability to lead virtual classes.

➤ Unstructured interviews

As the terminology implies, unstructured interviews are conducted without planning what questions will be asked or how the allotted time will go in general. Unstructured interviews are likened to conversations given their casual tone and the probability that the subject matter will be more personal. Job candidates might share more about their personality traits, occupational passions, and professional goals during unstructured interviews.

For example, a purchasing manager applied for a job with a large recreational vehicle company. One of the company's purchasing department managers invited the applicant for coffee to get more acquainted. Their meeting entailed conversation about the applicant's interest in the job and relevant life and work experiences. Given the rapport between the manager and applicant, the manager offered to schedule a more structured interview with other department leaders.

➤ Structured interviews:

a conversation in which an interviewer asks an interviewee set questions in a standardized order.

There is a lot of other types such as:

- One to one interviews
- Group interviews
- Phone interviews
- Online interviews, etc.

To discuss together:

- What are common questions of a job interview?
- You need to be prepared for a job interview. What to do?