

Interview :-

The word interview may be defined as a conversation b/w two parties that is structured and prepared to achieve a purpose involving the exchange of information.

The Oxford Advanced Learner's Dictionary provides the following different description to an interview-

→ A formal meeting at which somebody is asked questions to see if they are suitable for a particular job, or a course of study of a college, university etc.

→ A job interview, or an admission interview.

→ A meeting (often a public one) at which a journalist asks somebody questions in order to find out the person's opinion.

→ To ask somebody about their life, opinions etc. especially on the radio or TV or for a newspaper/magazine.

Thus it is a social process which involves interaction b/w two persons — the interviewer and the interviewee. The interviewer elicits information with a view to making an assessment of the interviewee. Through this method it is possible for a person to come in contact with the other and know his attitudes, characteristics and ideas on a variety of subjects. Thus, it provides an in-depth study of a candidate which is not possible through the traditional examination system.

Important Notes

2008	FEBRUARY				2008	MARCH				
Mon	4	11	18	25	Mon	31	3	10	17	24
Tue	5	12	19	26	Tue		4	11	18	25
Wed	6	13	20	27	Wed		5	12	19	26
Thu	7	14	21	28	Thu		6	13	20	27
Fri	1	8	15	22	Fri		7	14	21	28
Sat	2	9	16	23	Sat	1	8	15	22	29
Sun	3	10	17	24	Sun	2	9	16	23	30

→ The objective of an interview in its broader sense, is to gather details and elicit relevant information by talking to the interviewee and

26

Week 4

Saturday

DAY 026-340

200

JANUARY

thereafter making an assessment, appraisal or evaluation
8 about the suitability of the candidate for the
offer or position available with the interviewer.
9 Although most interviews take place through
formal meetings and discussions, there are also
10 occasions when there is no personal meeting,
like in the case of a telephone interview.

11

12

1

2

3

4

5

6

7

27 Sun

2007
Mon 31
DECEMBER
3 10 17 24

2008
Mon 7
JANUARY
7 14 21 28

