

DEVELOPING INTER-PERSONAL COMMUNICATION SKILL

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Abstract:

The word interview is derived from intervue meaning sight between.It is a meeting between two persons with a specific purpose.It may be defind as any purposeful inter-personal communication between two individuals.In terms of structure and format interviewing is therefore a more formal form of dyadic communication.However,an interview situation may consist of one interviewee and several interviewers and vice versa.

A job interview,as you know,is a formal meeting at which students are asked questions by one or a panel of interviewers to find out if they are suitable for a course of study.Job interviews usually follow an application being sent by a candidate,in response to an advertisement or otherwise.Sometimes interviews for jobs are walk-in,which means that the candidate,following instructions in an advertisement,goes directly with all relevant documents such as a CV,certificates and testimonials to the place where an interview is conducted.Being a form of oral communication,interviews are usually conducted face-to-face.

There are two types of interview (1)employment interview and (2) data collection interview.These are the two types of interview in which students will have to participate in their professional life.The term employment interview refers to the interview of a candidates for a job in a particular organization.Here we shall discuss only the employment interview.

Planing the interview,whatever be its type,demands adequate and careful prior preparation.Surely each applicant wants to be successful,to to be offered the job even if he may ultimately decide not to accept it.Failure in an interview certainly injures the ego of the person temporarily.So students should therefore pay close attention regarding the preparation of an interview.

The question will be based on what you stated in your biodata and your reaction to the organization's visualization of your role in it.Most interviews begin with the questions about you and your family and your personal life. Sometimes,you are asked question about your likes and dislikes.

Paper :

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by one or a panel of interviewers to find out if they are suitable for a course of study. Job interviews usually follow an application being sent by a candidate, in response to an advertisement or otherwise. Sometimes interviews for jobs are walk-in, which means that the candidate, following instructions in an advertisement, goes directly with all relevant documents such as a CV, certificates and testimonials to the place where an interview is conducted. Being a form of oral communication, interviews are usually conducted face-to-face. One of the commonly asked questions is to describe your strengths and weaknesses. Thus the core of the body of the interview is the set of various types of questions discussed above. You should be prepared to answer any type of questions.

An interview demands direct and dynamic interaction. By its very nature the process involves an assessment of one participant by another. Sometimes one of the participants represents an organization or a group whereas the other participates in his individual capacity. One of the purposes of the interview is to elicit information which is not available from the written records or other sources. A good academic background is undoubtedly the most important factor in students to find a job of their choice or furthering their educational ambitions. It is however important that students should learn how to face an interview with ease and self-confidence. This is because it is at the interview that the prospective employer will be taking a final decision on selecting only some of the candidates from among the many with apparently the same degree of qualifications and capability. It is critical therefore that students must not only perform well with regard to their subject knowledge, but also that students should conduct themselves well and leave positive impression on the interviewers. Remember that interviews do not only test students knowledge but are also a means for the students on the other side of the table to find out whether students have the qualities and attitudes they are looking for. There are various types of interviews ranging from the one conducted by a journalist for newspaper reporting to that by a psychiatrist with a patient. The purpose defines the type of interviews.

Employment Interview :

There are two types of interview (1) employment interview and (2) data collection interview. These are the two types of interview in which students will have to participate in their professional life. The term employment interview refers to the interview of a candidate for a job in a particular organization. Here we shall discuss only the employment interview in some detail.

The main purpose of the employer is to judge the suitability of the applicant to the job and that of the applicant, to find out whether the needs and requirements of the job would suit him and also whether the environment in the organization would be conducive to his professional growth. Clearly, this form of dyadic communication provides an opportunity to both the participants for intense interaction and close observation of each other's personality traits as reflected in verbal behavior and body language. As we are aware, the employment interview takes place when on the face of it there is a case for the acceptance of the applicant's services. The employer knows fully well the basic details about the career of the applicant - his educational background, his other interests, his experience, social status etc. A prospective employer's main aim is to judge applicant's sense of values, his attitude towards work. He wants

to get a feel of applicants respect for fair play and sense of justice and honesty in the discharge of duties. In fact, while conducting the interview he looks for signs of these traits in applicants personality. Every employer, no wonder, wants people around who possess positive personal qualities and are dependable. The qualification and the kind of educational background the interviewee has do not give an adequate idea of these important requirements.

Preparing for an Interview :

Planning the interview, whatever be its type, demands adequate and careful prior preparation. Surely each applicant wants to be successful, to be offered the job even if he may ultimately decide not to accept it. Failure in an interview certainly injures the ego of the person temporarily. So students should therefore pay close attention regarding the preparation of an interview. Very first thing in the case an interview is physical appearance which creates the first impression and tells something about the personality of the individual. Cleanliness and neatness are the first requirements for a smart turn out. While going for an interview spend a few minutes and a critical look at your appearance, the clothes that you wear, the hair style and the footwear. You should never put on something in which you feel uncomfortable because it may lead to inconvenience in your behavior while you are being assessed for the job. An interview is a formal preparation, therefore remember to wear formal dress. Jeans and T-shirts are not formal dress. Remember not over dress. Also avoid wearing a new dress to the interview. Besides, you need to carry some documents and resume to an interview. A copy of the resume, make a notes on it so that when you are asked questions on any position the resume, you will be able to answer them. Carry copies of your degrees, diplomas and any other certificates in a file and not as loose copies.

Along with physical appearance, you need to prepare on the subject or area related to the interview and update yourself on recent developments. Prepare answers to some questions you think the interviewers will ask. Think positive, pleasant thoughts and try to regulate your breathing to remain calm.

The Interview Day :

Plan to arrive at the venue at least half an hour before the scheduled time. On arrival report to the reception desk. It is natural to feel nervous on the day of the interview. Meet other candidates and have a conversation with them. Wait for your name to be announced or seek permission before you enter. Greet the people in the room formally, but also in a pleasant manner. Do not sit down until you are asked to sit. Interviewers would like to know more about each candidate's communication skills, temperament, attitude, interpersonal skills, leadership skill etc. Be conscious about making eye contact with the person speaking to you and maintain a proper relaxed body posture and a steady tone of voice, which should be neither too loud or too soft. Remember not to interrupt the interviewer and allow him to finish speaking before you answer a question or react to a statement or opinion. Listen carefully to the interviewer's questions and comments and speak clearly and at a moderate pace to avoid having any of them repeat themselves. Avoid repeating yourself, long silences, avoid answering questions with just Yes or No, instead try to answer your question in briefly because it will satisfy interviewer. When you think that the interview ends, wait for the interviewer to tell you that the interview has ended before you get up from your chair.



Types of Interview Questions :

The question will be based on what you stated in your biodata and your reaction to the organization's visualization of your role in it. Most interviews begin with the questions about you and your family and your personal life. While answering questions about yourself, talk about the qualities that you have acquired. Also shows how those qualities are relevant to the position you have applied for. Sometimes the questions will be asked about your family, we need to talk about the size of the family, occupation of the members of the family. One of the commonly asked questions is to describe your strengths and weaknesses. It is easy to answer about your strengths. Look at your school and college days and talk about how the student days have helped you to develop some of the positive qualities. Do not hesitate to talk about your weaknesses but also remember to talk about the measures you have adapted to remedy the situation. Many candidates mention their hobbies in their resume. Remember to mention only those hobbies that have some relevance to the position you have applied for. If you list your hobbies in your resume, be prepared to talk about it. Sometimes, you are asked question about your likes and dislikes. Such questions are aimed to find about your attitudes. Many times the interviewers are interested to know how you perceive yourself to be the best fit for the job. In order to answer this question, you need to have good understanding of the job profile and your own skills and competencies and prove to the interviewers that they match well. Thus the core of the body of the interview is the set of various types of questions discussed above. You should be prepared to answer any type of questions.

Six Frequently asked Questions at Interviews.

1) What do you look for in job? What is important for you in job?

While answering this question focus on the employer's interests and not on your interests. Use words such as contribute, enhance, improve, cooperate and multitask.

2) What kind of people do you find difficult to work with?

say, generally here about that I certainly find difficulty to work with the people with negative minds.

3) Why do you want to work with us?

Talk about how the company's policies, working environment, employees etc. have interested you.

4) How long would you stay with us?

it may not be possible for anyone to estimate the period nor is it necessary.

5) Where do you see yourself five years from now?

Employers are keen to see if you have charted your path to grow in your career. You do not have to give a definite plan of action. But talk how ambitious you are.



6) What are your salary expectations?

You need to have realistic estimate about your own skills and competencies. It may be a good idea to do research on the kind of salaries the company or the organization pays for the similar positions and then suggests or even leave it to then to decide.

Employer's Expectations :

We may classify the information which an employer seeks while considering a person for a job, into the following sub-headings:

1) State of health :

every organization desires its employees to be in a healthy state. Apart from judging at the interview the organization requires a new entrant to undergo a medical examination, the standards of which differs from profession to profession.

2) Attainments:

A probe is made through searching questions to verify what is written by the candidate in the biodata and to assess the nature and quality of his achievements.

3) Intelligence :

A close observation is made of the relaxes and responses of the interviewee to discover the extent of his group and confidence.

4) Aptitude

:certain questions are directed merely to find out the candidate's aptitude for the job he has applied for.

5) Interests :

an attempt is made to understand the other dimensions of the personality of the candidate by encouraging him to speak about his intellectual or social pursuits.

6) Disposition :

a vital piece of information that will employers would like to have is whether the candidate has the ability to work with others.

7) Circumstances :

a peep into the interviewee's previous environment and family circumstances may give some clue to the candidate's capacity to work.

Sometimes, some employers use an assessment record sheet to judge the suitability of interviewees.

Conclusion:

Thus, this paper aims to help students to perform well at interviews, and it offers tips that could be useful in making the interviewee familiar with some techniques to handle an interview. Also included the suggestions and tips for prospective interviewers to help them the experience pleasant for the candidate being interviewed. These would also help the right choice in terms of their requirements.

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