

The Analysis of the Six Aspects for Job Interview of College Graduates

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Abstract:

The interview is the key link in the process of college graduates to find a job to show themselves, which directly determines the success of employment. This article from six aspects of the definition of the interview, the types of the interview, the process of the interview, the etiquette of the interview, the preparation of the interview and the details of the interview makes a brief introduction and comb for the job interview, in order to provide help for college graduates ' job interview.

Key Words: college graduates, interview, the six aspects

As for college graduates looking for a job, the importance of the interview is self-evident. The success of the interview is not only related to whether you can get a second interview, but also to a great extent, determines whether you can be employed by the employers; additionally, to a large degree, it may affect your mood and condition. If your interview performance is good, the interviewer will appreciate you very much and you'll be more confident with a great condition; While your interview performance is bad, you will get depressed so that the other interviews would also be affected. For college graduates, a successful interview is easier to say than to do. It is a system engineering, and we must first understand the interview, prepare carefully for the interview, master the interview skills and strategy, keep simulating and practicing constantly and finally we can achieve the success of the interview. Therefore, if you want to gain the success of the interview, the top priority is to interview in a full range of knowledge and understanding it.

1. The definition of the interview

Learning to interview is a vital lesson when college graduates are applying for jobs. In conclusion, the definition of interview is a well-designed, purposeful direct and face-to-face communication in specific situation between the recruiter and the applicant. At the same time, it is also a process when the both sides perceive and consider each other. Compared with written examination, interview is basically by the means of communication and observation so that it can observe strain capacity and eloquence and it is more flexible than written examination. That means that both sides should have the duty to complete the process for it is a well-designed, purposeful and bidirectional communication process.

(1) The interview missions of the employer. □Examine integrity of the applicant. Though the election of resumes, college graduates successfully obtain interview chance. The first mission of the recruiter is to examine the integrity of personal recommend material. □Examine the applicant's external image. It is said that it is a society that people gain something through their pretty face. So the second mission of the interview is to examine the applicant's outlook, deportment behavior and elegant temperament and so on. □Examine the applicant's internal ability. The interviewer should know that appearance is vital, but the internal ability of create benefits is more important. Therefore, the third mission of interview process is to examine the internal ability such as psychological quality, expressing language ability, strain ability and social communication ability and so on. □Know the applicant's comprehensive quality. Interviewers should also pay attention to the applicant's work attitude, life attitude, interests and personal strong points and so on.

(2)The interview mission of college graduates. As a college graduate, he or she should show himself or herself well and do enough preparation before interview. The mission of interview is to get the reliance of the interviewer, perfectly make the personal external image, seriously show personal ability and cultivation so that the applicant can move the interviewer and succeed in applying for the job.

2. The types of the interview

There are many types of interviews' classification. Some common types in college graduates' interview are as follows.

(1) Classify through staff arrangement. It means that it can be classified into three ways: one-to-one, many-to-one and one-to-many. One-to-one means that one applicant corresponds one interviewer; many-to-one means that one applicant corresponds many interviewers; one-to-many means that one interviewer faces a group of applicants. In these kinds of interviews, we should behave properly. What's more, we should be confident and serious when we are in one-to-one; we should be clear-headed and calm when we are in many-to-one; we should pay attention to be active, low-key and behave properly when we are in one-to-many.

(2) Classify through process. It can be classified into one-off interview and staged interview. One-off interview means that the interviewer examine the applicant in one time. In one-off interview, the array of the interviewer should be commonly strong. In this situation, whether the applicant can succeed or not depending on the only one interview. Hence, faced with this kind of interview, we should try our best, concentrate on strong points and prepare seriously. Staged interview also can be classified sequential interview and step-by-step interview.

Sequential interview contains preliminary test, reexamination and comprehensive assessment. The applicant should pass preliminary test and then go on reexamination and finally get comprehensive assessment. Through these three steps, the interviewer will determine the right one. staged interview examines the applicant according to the order of the interviewer's level and the order from low to high. The low-level employer mainly examines the applicant's profession and professional knowledge. The middle-level interviewer examines the ability and the high-level interviewer investigates roundly.

(3) According to the difference of interview contents design, the interview can be classified into regular interview, scene interview and comprehensive interview. Regular interview mainly give priority to question-and-answer form that we can normally see in our daily life between the interviewer and the applicant. Interviewers should make evaluation through the applicant's correspondence, manners, body language and emotional reaction in the interview processes. Scene interview means that it brings in scenario simulation methods such as role play, speech, reply, case analysis and so on. In this interview form, the specific methods of interviews is flexible. What's more, the ability of the applicant can be shown more rich and more round. The interviewer can make all-sided, deeply and accurate evaluation. Comprehensive interview is a form that combines regular interview and scene interview. Applying for teachers' post are commonly comprehensive interview which you should teach a lesson and then be asked some questions in generally.

3.The process of the interview

The interview processes include five parts in generally.

First is greeting. Second is that waiting for the interviewer's guiding. Third is that task interview. Fourth is interactive interview. The last one is ending the interview.

First of all, the applicant and the interviewer greet each other .Then, the interviewer will tell the applicant the task of interview and the guiding of interview. The next part is that the applicant show himself to the interviewer and finish the task which the interviewer has given. And the next part is that the interviewer and the employee discuss the equipments of work condition and the salary of the job. The last part is that the interviewer and the employee agree with each other, then the interview ends up with satisfaction. All kinds of interview's basic process are almost the same. We should keep in mind the greeting is the basic, task interview is the key part, the interactive is also important. We need well preparation for each process .

4.The etiquette of the interview

The process of interview is communicating between the interviewer and the applicant, so we must pay more attention on the etiquette, it's an important part. We should do as follows when we are interviewing.

(1) Be punctual at time. The best way is to arrive at the plot of the interview ahead of 10 to 15 minutes for getting familiar with the environment. If you are late for the interview, it will influence your behaviors and the result of the interview.

(2) Behaviors should behave to decent. During the interview, as an applicant, our behaviors should behave decently. What's more, you should pay attention to your dress which must be suitable for the situation. The other important part is eye contact. Eye contact can help you

make a good impression on the interviewers.

(3) Be polite in interpersonal part. We should be polite not only to the interviewers, but also to the competitors.

5. The preparation of the interview

(1) We should be clear about the three elements before the interview: time, location and contact person. The recruiter will take the form of telephone to inform the applicant under the normal circumstance. When the recruiter inform the elements, you must concentrate on what he is saying. If you leak something, you should ask the recruiter pardon right away. About the address, if you are unfamiliar with it, you'd better look into it before you go for the interview. Details determine success or failure. We should pay more attention to details, and avoid making errors at details so that our job seeking may become more easier.

(2) We should know the employer and the job in advance. Before we go for the interview, we need make a clear survey about the company to come to understand some messages, such as the company's basic information, the background, the overall situation of the industry, industry competition, industry hot topics and so on. At the same time, we also need do some preparation of answering the questions that the interviewer may ask. We must be prepared for these questions, what we need do, what we need practice before we go for interview.

(3) We need to go to the battle after preparation. As we all know, having a good weapon on the battlefield is an important guarantee for the victory, so we should prepare for ourselves with a nice dress, which is not too expensive, but ensure clean and tidy. Generally men should dress suits and woman should dress sets. Only in this way can we show the recognition and respect. Except the dress, we also should check our resume, relevant certificates, and copies of supporting documents.

6. The details of the interview

We all know that details determine success or failure. Hence, we should pay attention to these points in an interview.

(1) Keep quiet and keep in order when waiting for interview. (2) Pay attention to examiners' introduction and questions. (3) Answer the questions seriatim; do not be nervous and impatient; do not rush to ask and answer and master the tempo; answer the question with declarative sentences not rhetorical questions. (4) To admit what you know and admit what you don't know----- answer each question with integrity. (5) Pay attention to observation, details and do anything properly. Be confident but not overconfident; unassertive but not self contemptuous; decisive but not reckless and facetious but not slippery.

Generally speaking, if you don't get the reply when the promising time of chief examiner is coming, you should call the recruiting company and ask the interview results. After an interview, you should adjust your emotion and face the second company's interview whole-heartedly. We should do not give up each interview chance. What's more, we should prepare for two eventualities. When we succeed, we must be happy. But when we fail, it is not terrible. The most important thing is that we should analyze experience and make ourselves stronger, more excellent and face the next challenge in the next interview with a new state.

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