MEWAWANCARAI CALON

- Seleksi wawancara digunakan untuk meng cross cheque semua ujian yang telah dilakukan sebelumnya sebelum keputusan dibuat

- In-depth interview

- Alat prediktor yang valid untuk prestasi kerja

TIPE WAWANCARA

- Terstruktur
- Situasional
- Deskripsi perilaku
- Tidak langsung
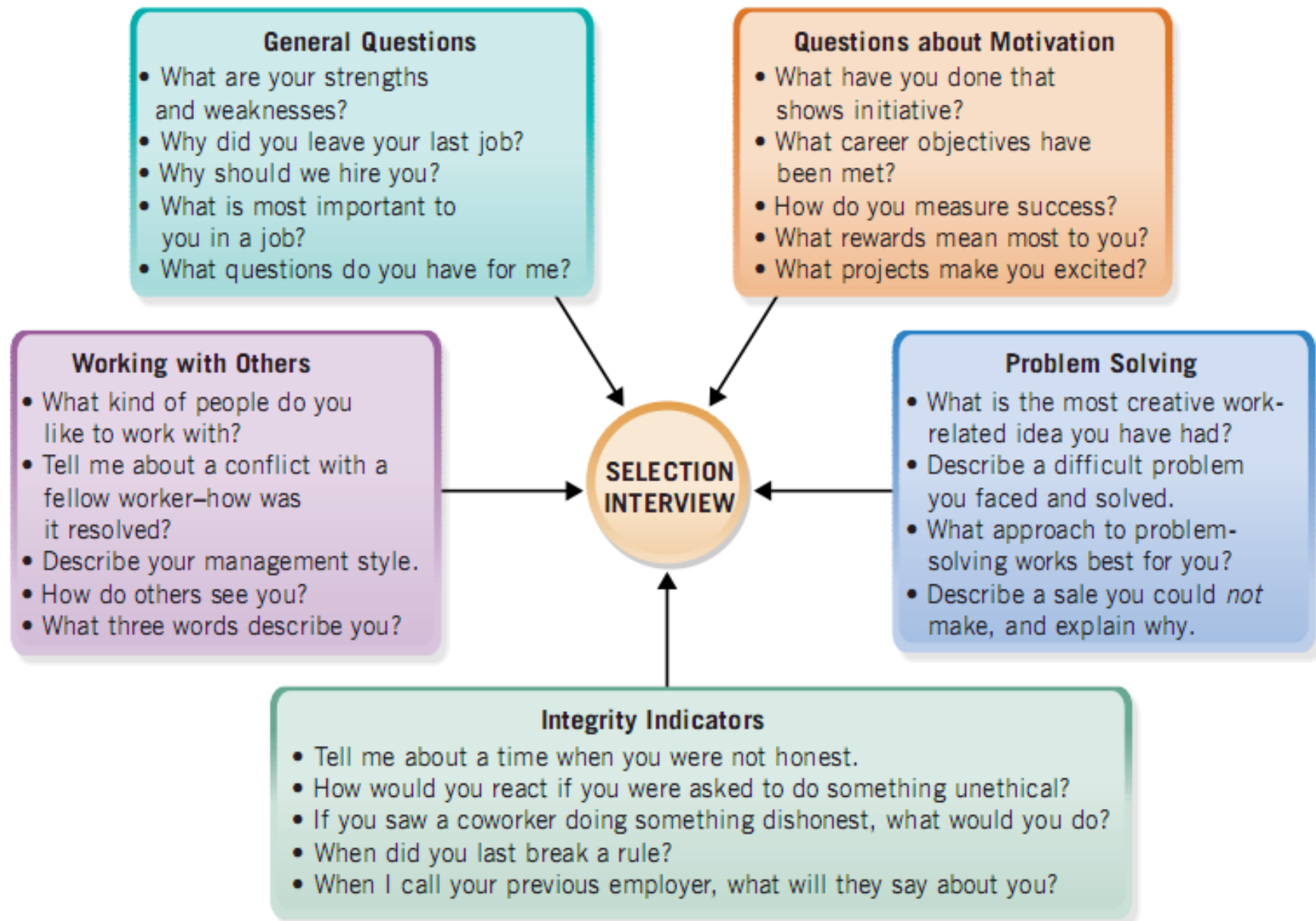- Tekanan
- Panel

DASAR WAWANCARA

- Perencanaan
- Mengontrol wawancara

TEKNIK PERTANYAAN

- Good question
- Poor question
- Listening responses

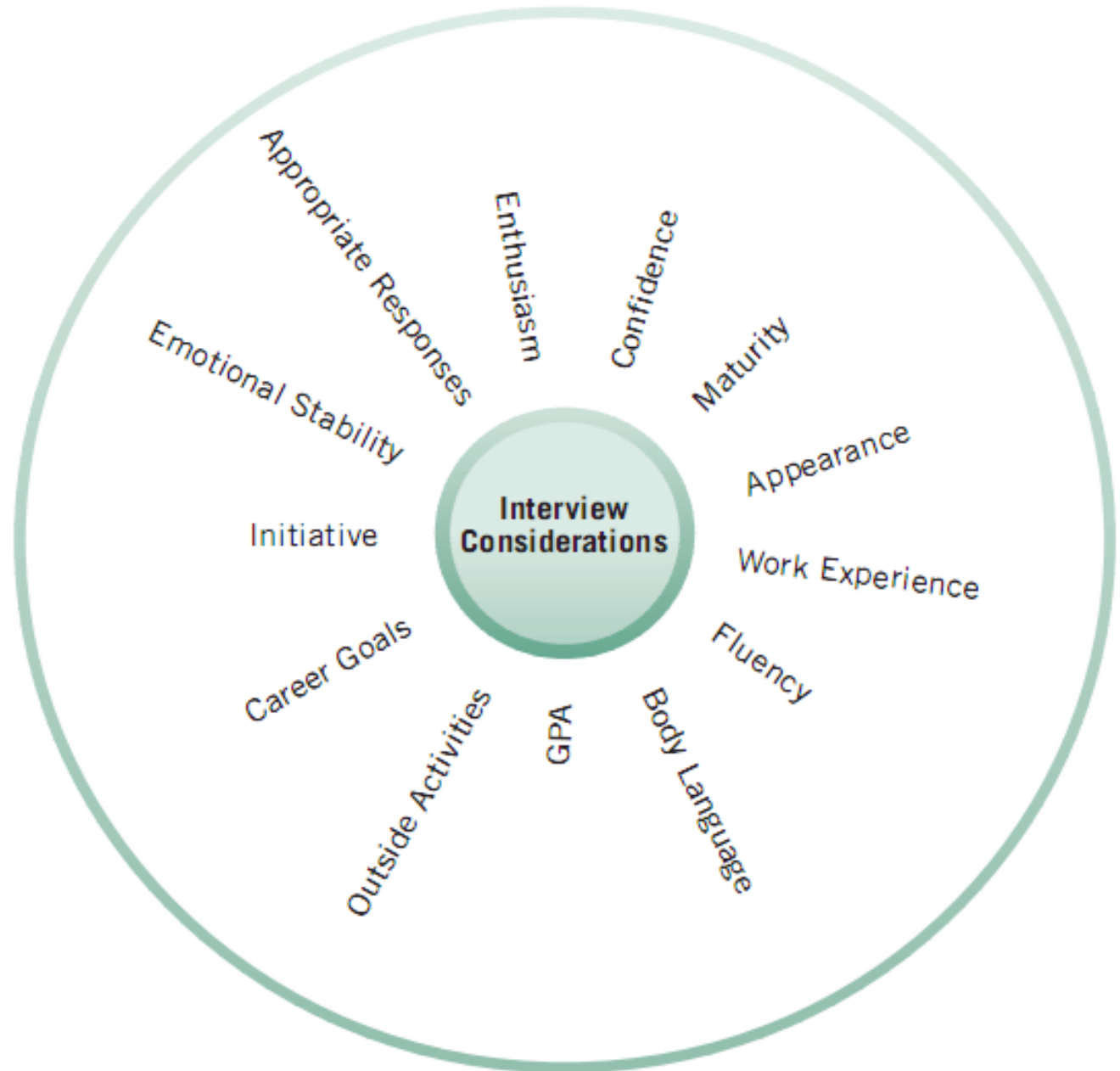**FIGURE 9–10** *Common Selection Interview Questions by Areas*

General Questions
- What are your strengths and weaknesses?
- Why did you leave your last job?
- Why should we hire you?
- What is most important to you in a job?
- What questions do you have for me?

Questions about Motivation
- What have you done that shows initiative?
- What career objectives have been met?
- How do you measure success?
- What rewards mean most to you?
- What projects make you excited?

Working with Others
- What kind of people do you like to work with?
- Tell me about a conflict with a fellow worker–how was it resolved?
- Describe your management style.
- How do others see you?
- What three words describe you?

Problem Solving
- What is the most creative work-related idea you have had?
- Describe a difficult problem you faced and solved.
- What approach to problem-solving works best for you?
- Describe a sale you could *not* make, and explain why.

SELECTION INTERVIEW

Integrity Indicators
- Tell me about a time when you were not honest.
- How would you react if you were asked to do something unethical?
- If you saw a coworker doing something dishonest, what would you do?
- When did you last break a rule?
- When I call your previous employer, what will they say about you?

Permasalahan Wawancara

- Snap judgement
- Negative emphasis
- Hallo effect
- Biases
- Cultural noise

Evaluasi

FIGURE 9–11 *Factors Interviewers Consider in the Interview*

Interview Considerations

- Appropriate Responses
- Enthusiasm
- Confidence
- Maturity
- Appearance
- Work Experience
- Fluency
- Body Language
- GPA
- Outside Activities
- Career Goals
- Initiative
- Emotional Stability

Tipe Referensi

- Akademik
- Pekerjaan terdahulu
- Keuangan
- Hukum
- Personal

Reference-checking method

- Telpon
- Tertulis

Uji Medis

- Uji obat-obatan terlarang
- Uji kesehatan general