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ASSIGNMENT FILE :-

Guidance AND Counselling.

Topic :-

Ques :- Throw light on interview as technique for understanding individual?

SUBMITTED TO :-

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GUIDANCE AND COUNSELLING

○ Throw light on interview as techniques for understanding individuals?

• Introduction :-

Standardised test used for the understanding the individual any programme of guidance and counselling are useful by their own right and by the merits claimed by them.

Most expert engaged in the task of guidance and counselling have the feeling and rightly so, that using standardised test is not the cup of tea. In general, is to use the non-standardised methods for gaining data for the appraisal for an individual

One of the important non-testing techniques is Interview

• Interview :- An interview is to face relationship between two persons

• It is essential condition is the rapport that exists

among the interviewed and the interviewer. It is of various types →

- ⊙ counselling interview
- ⊙ Employment interview
- ⊙ research interviews
- ⊙ marriage interview etc.

- Interview thus stands classified with respect to its nature and purpose, including qualification of person who is interviewing.
- Here, in this discussion, we are primarily concerned with the counselling interview and through it, of course, we can gather information about the individual.

Counselling Interview :-

- Interview defined :- An interview is a face to face between two persons - the one who seeks information and the other who is to give information. Both have a purpose to fulfil. The former wants information to help the latter who has a problem and must come out with what it is. The essential condition for a successful interview is the rapport that exists between the counsellee and the interviewing counsellor.

- # Diagnostic interview :- It is an interview in which an effort is made to diagnose the problem or symptoms. This interview is arranged to view to identify the problems and collect necessary information so that required counselling, guidance and treatment may be provided.
- # Exit interview :- It is a conference with an employee or a student before termination of his connection with job or school. Exit interview is arranged with a purpose of determining the reasons for a particular institution or job and also in regard for future plan.
- # Sample interview :- Another type of interview is related to the individual who is a part of the sample i.e. the group of individual under study. The sample interview is an interview with an individual who is taken to be representative of a population. Hence the sample interview is useful in ascertaining the feeling and attitudes of a group of people.

FUNCTIONS :-

- The following are the functions of interview :-

An interview may be defined as

"a face to face meeting between individuals at which they together attempt to arrive at the solution of some problem."

In fact, interview has the following purposes:-

1. Obtaining information.
2. Giving information.
3. Solution of a new problem.
4. Helping in the solution of the adjustment problem.

TYPES OF INTERVIEW:-

Interview may be different types depending upon the purpose they required to fill.

• # Counselling interview :- In this type of interview a counselling session begins with the meeting the individual from whom information is to be collected and proceeds with guidance or counselling and finally offers psychological treatment of the counsellee's problem.

• # Depth interview :- In depth interviews the interviewer gives the free expression to feelings.

1. To collect new information as the function and amplify or interpret the information already gathered.
2. To permit the counsellee to think aloud in the presence of sympathetic listener.
3. To carry necessary information to the counsellee.
4. To find socially acceptable and personally satisfying alternative with and for the counsellee.

THE INTERVIEW TECHNIQUE:-

For a satisfactory interview, we are to prepare ourself with all vigour. we must see to the that physical condition are alright i.e there is perfect freedom from undue interruption.

- * Establish rapport by asking question.
- * Interview must avoid evidences of fatigue.
- * The purpose of the interview be kept in view
- * Avoid critical attitude.
- * Help the individual to come to grip with his problems himself.
- * It is desired that before the interview comes

to an end, client must go satisfied with some plan of action in his hand.

⑥ Another approach to the techniques is the four steps approach.

- ① Preparation for the interview.
- ② unfolding the problem.
- ③ Working out the problem.
- ④ closing the interview.

PRECAUTIONS TO BE TAKEN:-

1. There must exist perfect rapport between the counsellor and the counsellee.
2. Ideal physical condition must exist.
3. Come to point of interview as quickly as possible.
4. Be natural and good listener.
5. Respect the personality of counsellee.
6. It is subjective in nature.

ADVANTAGES

1. The personal data which are not available by some other technique are easily obtained with the help of techniques.

2. The techniques of interview is flexible and it is possible for the interviewer to make much responses to suit him.
3. The behaviour of interviewer can be observed
4. The advantage of discovering such clues as are helpful in revealing the causes of problems faced by them.

Observation:-

1. He should not lecture or talk down the client
2. He should not use sample words and confine the information that is given by the client to a relatively few ideas.
3. He should make sure what the client really wants to talk about.
4. He should make sure that client really wants to talk about.