

SPECIFICS OF JOB INTERVIEW FOR SPORT - PEDAGOGIC STAFF

(Professional paper)

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Abstract

In the current study, the specifics of job interview for sport-pedagogic staff are shortly reviewed. The recruitment of such specialists is of crucial importance for each organization (school, club, federation, alliance, etc.), which requires specialized preparation from the managers in the human resources. On the other side, the candidates for such job require additional information, training and communication skills in order their presentation to be successful. This is the main reason for this note – the candidates to be introduced to the different types of interviews, the methods that are applied as well as the classification and examples of the types of questions that the interviewers ask.

Keywords: *interview types, selection of sports pedagogical staff, methods in interviewing, physical education teachers, managers, school, club, sports federation, coaches.*

During the last years the business environment in Bulgaria is constantly changing and it seems that this will continue to be so. The closure of some of the industry, the increase of the unemployment, the lack of realization for the young professionals led to stable labor market competition. The recruitment of specialists is of great importance which requires specialized preparation from the managers in the human resources department.

The term "interview" comes from the French language and its root "entrevue" derives from the verb s'entrevoir, meaning to behold, to foresee. With time it has underwent a number of terminological combinations, and synonyms appeared in the different languages. As this term finds application in many other areas of the social life, not only in the business, different types of interviews can be established.

They find application in the journalism, sociology, public relations, education, justice system, investigation, etc. Full review of the types of interviews has been made by Mavrodieva (Маврудиева) (2002).

From the review it is revealed that there is a vast variety of interview types, using different terminology, with specific peculiarities. The author suggests her vision of the types of interviews, which, according to us, is comprehensive classification of the main types of interviews for recruitment (Table 1).

As the common elements of the communication are part of the job interview, it is necessary to establish the

particular elements of an interview.

The interview is official, structured or semi-structured communication. We can also assume that in its nature it is a purposeful conversation. Its purposefulness is characterized by that it is in the basis of the activities of every organization for recruitment and development of its employees. The information gathered in the interview will be later used for evaluation of the candidates, while in the conversation we have only an exchange of information. This is the essential difference between interview and conversation.

Usually the preparation of the interview includes three moments: defining the main goal and the targets of the interview; formulating the strategies, techniques and methods for carrying out the interview; formulating the questions, with which the goal and the targets can be achieved.

It is the right of every organization to define the goal and targets to achieve the end result. There should be no limitations as in defining the goal, as well as in the number and contents of the targets.

As to the techniques, applied in an interview, it is impossible to establish straightforward solutions or that standard directions and requirements can be applied. The right of choice is entirely of the management of the given organization and the defined interviewers.

The methods, that are applied in interviewing are also various and different, which is determined by the

Table 1 – Classification of the main types of interviews for recruitment.

Criteria	Interview types
1. Number of participants and communication roles	Face to face interview
	Group interview
	Interview jury
2. Channel and means of communication	Direct
	Indirect – by telephone
	Video interview
3. Place of the interview in the recruitment process	First
	Second
	Salary negotiation
4. Goals and conditions of carrying out	Informational interview
	Stress interview
	Situational interview
5. Method of preparation of the questionnaires	Structured
	Non structured
6. Method and mean of carrying out	Real
	Simulative

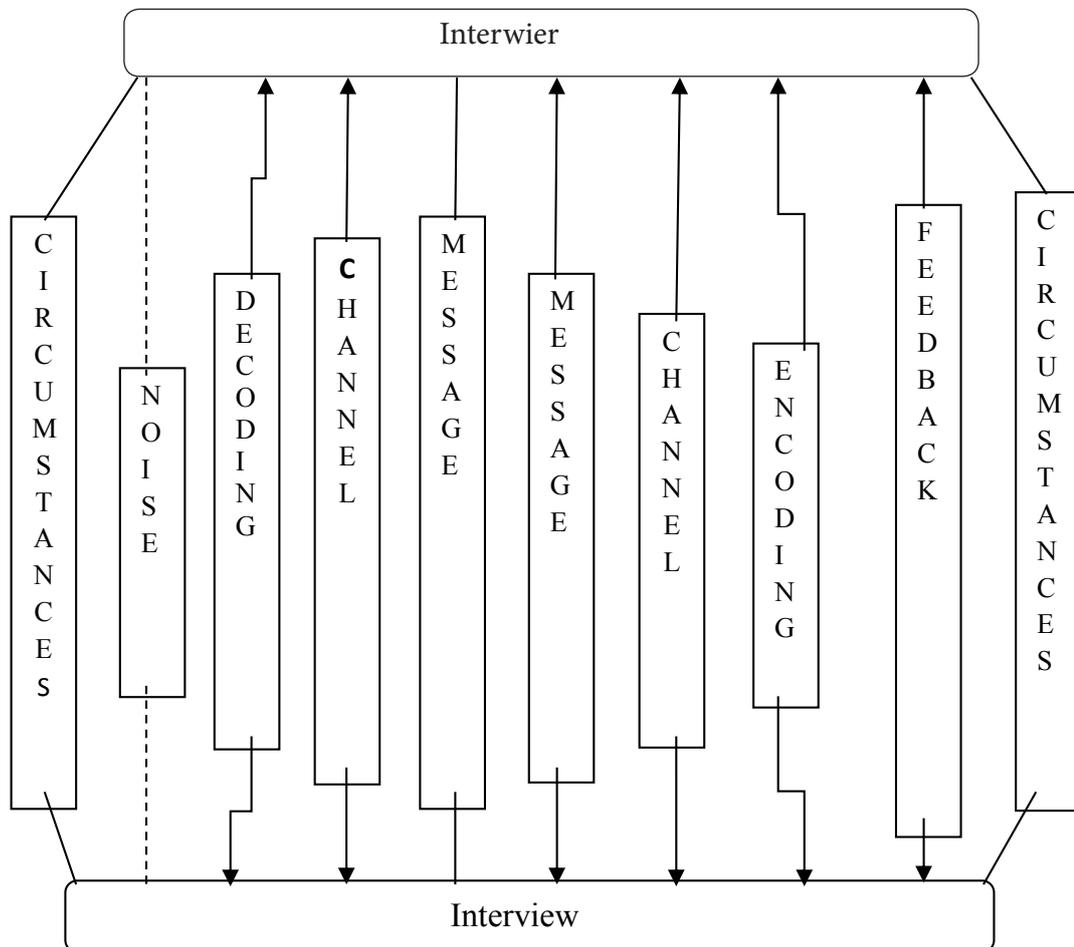


Fig. 1. The elements of the communicative situation on business – interview for recruitment

different types of interviews. We will examine one of the wide applicable methods in the practice of carrying out interviews.

Among the most applicable methods are:

Directing method – preliminary formulated questi-

ons; answers only “yes” and “no”; gathering factual information.

Non-directing method – the initiative is in the interviewee; much personal information is gathered, as well as their ideas, preferences, possibilities and

Table 2 – Classification and examples for types of questions, adapted for physical education teachers.

№	Criteria/classification	Type of questions	Example
1.	According to function	1. Proper questions	When did you achieve your bachelor's degree?
2.		2. Improper questions	What do you understand by marketing?
3.	According to form	1. Open	Did you work during the education?
4.		2. Closed	Did you receive scholarship? What do you know about MES? What does the teaching profession hide?
5.	According the thematic area	1. Salary	Do you know what the teacher's salary is?
6.		2. Education	In which university did you earned your bachelor's degree?
7.		3. Professional experience	Have you worked as a teacher?
8.		4. Skills	How do you accept responsibilities?
9.		5. Age	Will you continue your education?
10.		6. Hobbies	Do you like hiking in the mountains?
11.		7. Motivation	Which is your biggest stimulus in the profession?
12.		8. Values	Are you tired?
13.		9. Reflexes	
14.	According to the time direction	1. Past	Do you have scientific works?
15.		2. Present	Does your work on the subject continue?
16.		3. Future	Do you see yourself in science?
17.		4. Introduction	Have you worked in team?
18.		5. Directions	What were your responsibilities?
19.	According to the communication goals of the interviewer	1. Supportive	Did you have other duties besides teaching?
20.		2. Data extraction	What is your experience as a teacher?
21.		3. Clarification	In what competitions have you took part?
22.		4. Verification	What place did you achieved?
23.	Ethics	5. Ethical	Do you find support in your family?
24.		6. Unethical	By whom the most – parents, significant their?

№	Criteria/classification	Type of questions	Example
1.	According to function	1. Proper questions	How long have you worked as a coach?
2.		2. Improper questions	What does sponsorship mean to you?
3.	According to form	3. Open	Have you trained during education?
4.		4. Closed	
5.	According the thematic area	1. Salary	Do you expect a limit in your salary?
6.		2. Education	Where did you earn your coaching profession?
7.		3. Professional experience	What is your experience as a coach?
8.		4. Skills	Your managing style?
9.		5. Age	Do you like cars?
10.		6. Hobbies	Do the successes of your athletes motivate you?
11.		7. Motivation	Record or a bonus?
12.		8. Values	Do you reply to offensive words?
13.		9. Reflexes	
14.	According to the time direction	1. Past	What are your best results at competition?
15.		2. Present	Do you compete at the moment?
16.		3. Future	Will you work on new methods?
17.		4. Introduction	Have you participated in the functioning of a federation?
18.		5. Directions	Of which commission you are a part?
19.	According to the communication goals of the interviewer	1. Supportive	What have you developed in the commission?
20.		2. Data extraction	Have you worked as a coach?
21.		3. Clarification	In which federations have you worked?
22.		4. Verification	Your best achievements?
23.	Ethics	1. Ethical	Do you educate your athletes?
24.		2. Unethical	How much do you earn to get a protégé in the team?

expectations; there is a risk of “blurring” of the conversation.

Inductive method – ranking the questions in importance as the more concrete are asked first, and the more abstract and general questions to follow.

Deductive method – in this method there is the exact opposite arrangement of the inductive method. First the general questions are asked, and in the end they are more specified to concrete facts and details.

Regardless of the mentioned methods, there are no rules in the practice for their use. Again all is in the hands of the interviewer and depends on the goals of the organization. It is common to see multiple methods applied at once, as long as it does not confuse the candidates and doesn't render the interview meaningless.

The formulating and categorization of the questions in the interviews is maybe the most important moment of their preparation. The preparation of the questions obliges the interviewer since his/her choice, the type of questions and their sequence affects the performance of the interviewer. The aim of the job interview is recruitment of the most prepared, motivated, and responsible and perspective employees. This requires knowledge about the verbal business communication and question-answer system of communication.

Out of the known classification of question types, we perceive the developed by I.Mavrodieva (2002). Ground for reviewing in details this classification is the possibility to adapt it to job interviews for sport-pedagogical staff.

The main majors that are studied in the National Sports Academy “Vasil Levski” in bachelor degree are Physical education teacher and Sports coach. In the next tables we will present the types of questions and examples, adapted to each of the majors (table 2 and 3).

In conclusion such interviews can also be prepared for the master's program. This will not complete the topic for the variety of the recruitment and evaluation of the employees. In following works we will be examining the main stages of carrying out interviews: preparation, proper and conclusive. In each of them the both parties

(interviewer and interviewee) have a number of principle requirements, which they have to know and apply during the interview. Only the good preparation on both sides, studying the rules and specific peculiarities of the different types of interviews is a warrant for achieving a positive and lasting success!

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