



## Job Search and Interview Skills

A One-Day Course and Workshop  
July 10, 2010

**In this informative one-day Course and Workshop, you will learn:**

1. The Basic Concepts of Searching and Interviewing for a Job
2. How to Describe Yourself
  - a. Determining your Strengths, Abilities and Values
  - b. Organizing this information by job/activity and by strength
  - c. How to Illustrate your strengths and achievements
  - d. Your “Elevator Speech”
3. General Interview Skills
  - a. What employers are trying to figure out through their questions
  - b. General advice for interviews
  - c. Talking about your college and job experience
  - d. Conveying non-verbal information
  - e. Dress for Success
4. Taking Two Approaches to Your Job Search
  - a. Finding unadvertised or “hidden” jobs
    - i. Getting an informational interview
    - ii. How to conduct the interview
    - iii. Asking for a job or a reference
    - iv. After the meeting
  - b. Responding to posted job openings
    - i. Steps in securing a posted job
    - ii. The screening interview
    - iii. The real interview
    - iv. How and how not to answer questions
    - v. Preparing for questions you’ll often be asked
    - vi. Questions you should ask your interviewer
    - vii. Dealing with an inept interviewer
    - viii. Establishing the next step
    - ix. How to end the interview
    - x. Your follow-up letter
5. Negotiating the Terms of Your Job