Job Search and Interview Skills
A One-Day Course and Workshop

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