



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