



Mastering the Interview

Course Description

Going to an interview is one of the key elements of the job search process, and as with any skill, we get better at it with preparation and practice. In this one-day workshop, participants will explore how to prepare for an interview, what kinds of questions to expect, and the questions they should think about asking. They will also be ready for invitations to second interviews, testing, shadowing, and learn how to follow up on their interview sessions.

How You Will Benefit

Specific learning objectives include:

- Understand the different types of interview questions and how to prepare to answer them
- Learn the most effective ways to prepare for an interview, including how to present themselves professionally
- Develop expertise at expressing themselves effectively
- Know how to ask for feedback following an interview

Course Content

Introduction and Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

Understanding the Interview

To begin, participants will explore different types of interviews and what to expect from each.

Types of Questions

This session will give participants tips on how to handle two main types of questions: behavioral and knowledge.

Getting Ready

This session will give participants a few additional strategies to help them ace interviews.

Live and in Person

Next, participants will take part in mock interviews.

Following up the Interview

During this session, participants will explore some ways to relax before, after, and during an interview.

Common Problems and Solutions

This session will explore some common interview problems, including illegal questions and special requests.

Phase Two

The first interview is simply the first meeting that a job seeker has with an employer. This session will look at the additional meetings and auditioning that may follow.

Practice Makes Perfect

This session will give participants another chance at mock interviews.

Sealing the Deal

Next, participants will get some tips on managing job offers.

Getting What You're Worth

To wrap up the day, participants will learn how to negotiate to receive what they are worth.

Workshop Wrap-Up

At the end of the day, students will have an opportunity to ask questions and fill out an action plan.