

### **Module #3: Interview Skills Module Overview**

November 3<sup>rd</sup> – November 29<sup>th</sup>, 2016

Tuesdays and Thursdays 10:00-11:30

Drop in: Wednesdays 10:00-11:30

#### **Introduction:**

Securing an interview and surviving the interview process to gain employment can be a frightening experience. Understanding the process and its various elements can alleviate these fears.

#### **Module Description:**

This module will focus on the key activities to assist students in being well prepared for the successful pre-interview, interview and post interview processes.

Students will be exposed to a number of fundamental principles of the interview process. These principles include: Interview Preparation; Resume, Cover Letter & Portfolio Review; Interview Techniques; Commonly Asked Questions; Stages of the Interview.

#### **Module Objectives:**

To provide you with new strategies for improving your interviewing skills. At the end of the module the students will have:

- Reviewed underlying fundamental principles of the interview process
- Spent time discussing the various components of the process
- Been given an opportunity to review their resume and cover letter
- Been given an opportunity to review their portfolio
- Been provided with strategies for answering the most difficult questions
- Discussed the various types of interviews and the underlying themes