

TITLE**Interviews****Length**

Variable

Essential Skills

All essential skills

Prerequisites

None

Course Description

Performance during a job interview can be a critical factor in being hired for a job. Preparation for the interview can make all the difference in the world.

In this course, participants will learn to put their best foot forward during an interview because they will:

1. Discover the kind of preparation required.
2. Understand the real purpose of an interview.
3. Describe the best attitude to display during an interview.
4. Describe the best behaviour to display during an interview.
5. Describe the importance and nature of follow-up.

Skill Statement

Explore the Do's and Don'ts of job interviews to achieve optimal performance during an interview.

Implementing Environment**Skill Component 1: Discover the kind of preparation required.**

Performance Criteria

- 1.1 Describe the value of learning about the company.
- 1.2 Describe the importance of learning as much as possible about the job.
- 1.3 Practice with possible questions that might be asked.

Skill Component 2: Understand the real purpose of an interview.

Performance Criteria

- 2.1 Understand that it's up to you to sell yourself.
- 2.2 Understand that the interviewer is looking for a fit between you and the job.
- 2.3 Understand that the interviewer wants to know if you can handle the conditions of the job.

Skill Component 3: Describe the best attitude to display during an interview.

Performance Criteria

- 3.1 Display focus.
- 3.2 Express confidence.
- 3.3 Express enthusiasm.
- 3.4 Display listening ability.

Skill Component 4: Describe the best behaviour to display during an interview.

Performance Criteria

- 4.1 Understand the importance of proper wardrobe.
- 4.2 Understand the importance of good manners.

Skill Component 5: Describe the importance and nature of follow-up.

Performance Criteria

- 5.1 Describe the form and content of a follow-up letter.
- 5.2 Create a sample follow-up letter.

Course 12 Contents/Resources

- *Smart Option Plus* Facilitator Guide (supplied as separate resource).
- *Smart Option Plus* Participant Workbook (supplied as separate resource)

