



JOB HUNTING

What's out there?





Curriculum Vitae

A Curriculum Vitae(CV) is, a formal document of one to two pages which contains a detailed synopsis of a person's education, qualifications, experience and accomplishments



Job Interviews



Activity 5

Watch the video of the interview and complete the following table with the do's and the don'ts of the interview process?

Link: <https://www.youtube.com/watch?v=Gww2vrlhjeU>

<https://www.youtube.com/watch?v=ExJZAegs0is>

[illegible]

Activity 6

6.1 Compile a list of possible questions that can be asked by an interviewer from the interviewee.

6.2 Write a list of questions often asked by the candidates from the interviewer.

Mock interviews



Activity 7

- You will use the CV that you've created for yourself for this activity.
- Get into groups and practice job interviews while taking turns for the roles of interviewers and interviewees.
- Rate the interviewee on a scale of 1 (lowest) to 5 (highest) using the following evaluation sheet.

MOCK INTERVIEW EVALUATION

NONVERBAL BEHAVIOURS

1. Dressed appropriately	1	2	3	4	5
2. Firmly shook hands of interviewer before and after	1	2	3	4	5
3. Maintained eye contact with interviewer	1	2	3	4	5
4. Maintained good posture	1	2	3	4	5
5. Did not fidget	1	2	3	4	5
6. Used hands for emphasis where appropriate	1	2	3	4	5

Similar rubric will be used in the assignment 1 mock interview

VERBAL BEHAVIOURS

1. Listened closely to questions	1	2	3	4	5
2. Answered questions completely, yet briefly	1	2	3	4	5
3. Greeted interviewer by name	1	2	3	4	5
4. Thanked interviewer	1	2	3	4	5
5. Emphasized qualifications	1	2	3	4	5
6. Pointed out work-related skills	1	2	3	4	5
7. Displayed enthusiasm	1	2	3	4	5
8. Focused on strengths; avoided weaknesses	1	2	3	4	5
9. Acted in polite manner	1	2	3	4	5
10. Stayed calm	1	2	3	4	5
11. Responded to questions promptly, but not hurriedly	1	2	3	4	5
12. Knows when a decision will be made	1	2	3	4	5
13. Asked appropriate questions of the interviewer	1	2	3	4	5
14. Spoke clearly and at a reasonable volume	1	2	3	4	5
15. Demonstrated knowledge of the field/ company	1	2	3	4	5
16. Avoided use of phrases such as “um” & “you know”	1	2	3	4	5
17. Stated career goal(s) and related it to position	1	2	3	4	5

Self-Reflection:

- What were your interviewing strengths?
- What were your interviewing weaknesses? What can you do to improve that skill?
- What was the most important thing that you learned from completing this activity?
- Pretend you are the employer. Based on this interview, would you hire yourself? Why or why not?

The End