Content of Module and Grading System

Job hunting process – knowing and highlighting your skills

What we'll cover in class:

- Academic Vocabulary – talking about your education
- The UK/US résumé
- AI and recruiting
- *Working in a team*
- Understanding job adverts
- Understanding job profiles
- The job interview
- Knowing your skills and how to showcase them.

You will have to keep a logbook. This means that after each session, you need to write a paragraph based on what we did in class:

1. Write a "paragraph" describing the student you are
2. Write a "paragraph" listing the skills you have acquired / are currently developing. Again, provide concrete examples and quantify when possible.
3. Write a "paragraph" describing the Belbin Team Role(s) you feel closest to and why. Give concrete examples to illustrate.
4. Write a "paragraph" detailing the perception you have of yourself (character adjectives) and compare this with how others see you (activity done in class).
5. Write a "paragraph" about your experience of the job interview (speed dating), both as recruiter and candidate

"Paragraphs" should be long enough for you to give detailed accounts. There is no set word count but the information contained needs to be thorough and detailed.

Layout of logbook needs to be professional and structured.

If you use AI, first of all mention it and say how it was used, and please do so with intelligence. Points will be taken off if too obvious and/or "bland". This work needs to be personal.

Grading system:

- Logbook: 50%
- Presentation + Job advert = 50%