



**5 HOUR
SEAT TIME**

INTERVIEW SKILLS

The CareerSafe® Interview Skills course provides knowledge and skills for students seeking part-time employment opportunities, internships, or apprenticeships. Through this training, students will learn about seeking and securing employment, workplace ethics, and success in the workplace.



Part of the Employability Skills Training Package!

TOPIC MODULES:

Applying for a Job - 45 min

Students will learn how to navigate their way through a standard job application process and be able to list the steps necessary to prepare for an interview, including Resume Building, filling out an online Job Application, and writing a Cover Letter.

The Role of Social Media in Your Job Search - 45 min

Provides students the skills necessary to leverage social media and online resources to improve their employment search and recognize the impact their digital footprint can have on their employment prospects.

Types of Interviews - 45 min

Provides students the skills necessary to adequately prepare for all common interview formats, including Group Interviews, Panel Interviews, Meal Interviews, Work-Based Interviews, and Phone or Video Interviews.

Before you Enter the Interview Room - 45 min

Provides students with knowledge of the tasks that should be performed in advance of an interview, including researching the job, picking out appropriate attire, and formulating a list of questions to ask the interviewer.

Interview Communication Techniques - 60 min

Provides information that helps students outline successful interview behaviors and list behaviors to avoid, including appropriate interactions, how to manage stress, active listening, and tailoring your experience to the job.

After the Interview - 30 min

Provides students with hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module, including best follow-up practices.

Interview Simulation - 25 min

By the end of this module, students will have hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module.