

Preparing for Job Interviews Assignment - Due April 15, 2013

Outdoor Adventure Skills

Job interviews can be a source of concern for students who have not had much experience with them. Perhaps the most important key to a successful interview is to be well-prepared for it and to have some knowledge of what to expect. Armed with this information you should be able to approach your interview with confidence and perhaps even joy it.

The interview itself is merely an exercise in two-way communication between the recruiter and you and each attempts to "sell" the other. The recruiter "sells" the job and his/her company while the student "sells" himself or herself as the person best suited to fill it. The first step is to read the job description carefully and understand the content. Your next step is to find out all you can about the company.

The Scenario

Assume that you are preparing for a scheduled interview.

1. Find a job advertisement in which you are interested. Include the job ad with your assignment.
2. Research the company that placed the advertisement and write a brief summary outlining what the company is about.
3. Deconstruct the job ad summarizing the **Required Qualifications** and the **Skills and Abilities (competencies)** required for the position.
4. Based on this information and using the **Commonly Asked Questions** sheets discussed in class (also found on the course web page) prepare at least ten (10) potential that an interviewer may ask you. With each question prepare what your answer would be. Be very specific. Remember, your answers should clearly show or demonstration your various skills. This means that your answers should include examples.

Be Prepared

- Know where the office is and how you are going to get there on time; getting lost will only add to your anxiety level.
- Take time to choose appropriate attire (preferably the day before) and groom carefully -- appearances are important!
- Learn about the organization; the employer will want to know why you want to work there and how you think you can contribute to the organization's overall goals.
- Identify the relevant skills and experience you can bring to the job.
- Prepare a minimum ten questions (along with your answers) that an interviewer may ask you..

Further details for this assignment will be discussed in class.