

# ALTW 214: JOB SEARCH SKILLS: INTERVIEW PREPARATION

## Foothill College Course Outline of Record

Heading	Value
<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Degree &amp; Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- The successful student will become familiar with most frequently asked interview questions.
- A successful student will demonstrate good interviewing techniques
- A successful student will be able to relate education, experience and skills in an interview
- A successful student will be able to handle difficult questions during an interview.
- A successful student will understand the differences among several types of interviews, including telephone, group and individual interviews and prepare professional answers to questions typical of each type.

## Description

Focuses on interviewing techniques and the special problems faced by people with disabilities when seeking employment. Interview preparation, mock interviews, behavioral interviewing techniques will be explored through lectures and role-play and feedback. Constructive feedback will be given to students in order to enhance their interviewing techniques.

## Course Objectives

The student will be able to:

- Be familiar with the most frequently asked interview questions
- Demonstrate good interviewing techniques
- Match and relate education, experience, and skills in an interview to a specific job objective
- Address difficult questions concerning disability related issues during the interview process
- Self-advocate personal, educational and employment goals during the interview process
- Utilize accommodation solutions and implement in the interview and hiring process
- Understand the mechanics and processes of a job fair
- Participate in job fairs
- Prepare for telephone screening interviews

## Course Content

- The interview process
  - Frequently asked questions
  - Tell me about yourself
  - Strengths and weaknesses
  - Why do you want to work for our company?
  - Examples of concrete skills and matching to job objective
  - Transferable skills
  - Customized interview scripts
- Interviewing techniques
  - Appearance and grooming
  - Eye contact/handshake
  - Establishing rapport
- Education, experience, skills
  - Knowing your assets
  - Selling yourself- self promotion
  - Identifying your skills
- Difficult questions
  - Legal vs. illegal questions
  - Disability issues
  - Gaps in employment
- Job fairs
  - Environment
- Self-advocacy
  - Advocating for an job accommodation
  - Knowledge of low and high tech accommodations in the work place
  - Online resources for accommodations

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

Accessible classroom.

## Method(s) of Evaluation

- Class participation
- Quizzes and finals
- Assignments
- Mock interviews
- Oral presentation
- Homework

## Method(s) of Instruction

- Lecture
- Discussion
- Cooperative learning exercises
- Oral presentations
- Field trips
- Speakers
- Class participation
- Role playing
- Web research
- Mid-term report: compose a mid-term progress report (250 words) on learning experiences demonstrated during term

## Representative Text(s) and Other Materials

Enabulele, Ernest. Interview Preparation and Success Tips: A Detailed Guide on How to Answer Interview Questions and Bag That Dream Job! Self-published, 2019.

Ryan, Daniel. Job Search Handbook for People with Disabilities: A Complete Career Planning and Job Search Guide. 3rd ed. St. Paul, MN: Jist Works, 2011.

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

A. Informational Interviews: Conduct a 1:1 interview with a person who is employed in a competitive job setting. A questionnaire will be used to initiate questions and offer information for a summary of the interview.

B. Reading Assignments: Job Search Handbook for People with Disabilities, Chapters 10 and 11.

C. Internet Research Topics: Employment labor demands and expectations, resources and career search products.

## Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services