

Unit 8 Assignment 2: What's in an Interview Anyway?

Learning Objectives and Outcomes

- Differentiate among various types and stages of interviews.
- Demonstrate the ability to prepare and present oneself for an interview.
- Demonstrate the ability to sell oneself in an interview.
- Demonstrate the ability to interpret and answer interview questions effectively.

Assignment Requirements

Complete Activities 15-1, 15-2, 15-3, and 15-4 on pp. 256-257 of the text. Then, research websites that assist in the interview process, such as those listed in the text on p. 255:

<http://jobstar.org/electra/question/sal-req.cfm>

<http://www.collegegrad.com/intv>

<http://careercc.com/interv3.shtml>

<http://interview.monster.com>

<http://www.rileyguide.com/interview.html>

After reading the information on interviewing skills and completing the activities from the text, use the "If You Were the Boss" section on p. 253 of the text to compose a two- to three-page essay, answering the two questions below. Remember to use information from the research you conducted on the websites above and information you obtained from the class videos in composing your answers and to always cite correctly where applicable.

What kind of information should you share with your current staff members as they prepare to interview a new employee?

How would you handle a prospective employee who disclosed inappropriate information during the job interview?

Required Resources

- Internet connection
- Printer