

Unit 8 Assignment 3: Be Prepared!

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

Review the websites on p. 268 of the text and then complete Activities 16-1, 16-2, and 16-3 on p. 269 and Activities 16-4 and 16-5 on p. 270 of the text.

<http://agelesslearner.com/intros/informal.html>

<http://careerplanning.about.com/od/quittingyourjob>

<http://www.insiderreports.com/bizltrs/resign1.htm>

Next, compose a one-page summary of your answers to these activities to be turned in to the instructor at the beginning of Unit 9.

*Summary of
answers*

Required Resources

- Internet connection
- Anderson et al.

Submission Requirements

Submit this assignment to your instructor during Unit 9. Please note your summary will be graded based on the following criteria:

Category	Grade Weight	Criteria
Formatting, Spelling, and Grammar	20%	Full credit: Followed the prescribed assignment format: - One-page summary - Double-spaced - Font: 10-point Arial or 12-point Times New Roman - Accurate spelling and grammar Partial or no credit: - Did not follow the above prescribed format - Had spelling and/or grammar errors