

SESSION 15: INTERVIEWING AND NETWORKING

FACILITATOR GUIDE

SESSION GOALS

The Interviewing and Networking session uses the PowerPoint presentation to present information and exercises for the participants. Much information is also included in their binders and the facilitator will make sure participants can locate these materials to study outside class and reference later each time they prepare for an interview.

By the end of the session, participants will know how to prepare for interviews and will have some great ideas for networking.

The learning objectives for the session include:

1. Identify how to prepare for an interview
2. Know how to present oneself during an interview
3. Define qualities of Performance-Based Interviews
4. Recognize how to respond to questions
5. Know how to respond to tricky questions
6. Know how to ask questions during the interview

PREPARATION

Review the contents of the lesson and prepare examples appropriate for the participants in this class. Prepare questions to generate and control discussion.

If desired, additional mentors can be scheduled to help conduct practice interviews.

Print, prepare and gather all materials in the Materials section.

MATERIALS

Sign-in sheet (need to create) and Pens
Participant Guide containing all items with an * *below*
Interviewing and Networking PowerPoint Presentation
*Thumbnails of Interviewing and Networking PowerPoint Presentation **
*WISE Pathways Action Plan for Session 15**
*WISE Pathways Participant Evaluation for Session 15**
*Job Interviewing Do's and Don'ts Handout**
*Sample Interview Questions Job Seekers Can Expect handout**
*14 Tips to Ace Your Next Phone Interview handout**

SCHEDULE

Before Class	<p>Sign-In, Mingling, Materials</p> <p>Make sure everyone signs in and receives a Participant Guide. The Facilitator should personally greet everyone who enters the room, creating an atmosphere of excitement, energy, and interest.</p>
15 minutes	<p>Introduction</p> <p>Review the information covered in the previous session entitled <i>Resume Feedback</i>. Ask whether anyone has used the information provided to complete an application. Answer any questions from participants about the previous session.</p> <p>State the learning objectives for this session.</p>
75 minutes	<p>Interviewing and Networking PowerPoint Presentation</p> <p>View the <i>Interviewing and Networking</i> PowerPoint, using an interactive approach where participants can share their experiences, stories, and ask questions. Point out to participants that getting an interview is the end result of a lot of hard work. Once they have searched, sent out countless resumes, networked endlessly and finally landed an interview, it's very important to prepare carefully so all that effort is not wasted. This session will provide you a great deal of information about preparing for the interview. Participants should use their thumbnails of the slides to take notes on.</p>
15 minutes	<p>Break</p>
65 minutes	<p>Practice Interviews</p> <p>Facilitators/mentors conduct practice interviews with the participants.</p>
10 minutes	<p>Wrap-up, Action Plan and Evaluation</p> <p>Answer any questions the participants may have then have the participants fill out the Action Plan and the Evaluation for this session.</p>

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