

Job Interview Training (Online-Workshop)

The job interview can be one of the most stressful moments in your career, regardless of whether the job you seek is in business, industry or academia. Interviewing well can mean the difference between getting the job you seek or having to send out more applications.

This interactive workshop will take you through all of the steps from preparing before an interview so that you arrive at the interview feeling confident through following up so that the interviewer will remember you and want to hire you. You will practice talking about your abilities and work experience so that you can impress a potential employer without sounding arrogant. You will learn what questions to ask during the interview as well as what questions *not* to ask. You will receive tips for how to competently handle a variety of challenging interview situations. Finally, you will practice answering questions during a mock interview and get personalized feedback.

Topics

- Preparing for an interview
- Introducing yourself during the job interview
- Talking about your work
- Answering questions confidently
- Handling inappropriate or challenging questions

- Asking questions during the interview
- Tips for negotiating salary and benefits
- Following up for maximum impact

Methods

Individual work, partner and small group exercises, group discussion, role plays with feedback, interactive presentation

Important:

This workshop will be held online and in English. A pre-workshop task as well as short homework assignments between sessions will be required. The total duration of the workshop will be 16 hours (12 hours of online teaching plus tasks/homework).