



Best Foot Forward

An Interview Course Administered Through a Blended Learning Environment

Duration:	6 Weeks
Total Course Hours:	18
Course Designers:	Joe Bettencourt Gina Marshall
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Course Description

Job interviewing skills are ones that hopefully do not need to be used very often. However, when you do need to use these skills they need to be sharp. This six week blended-learning course (face to face mixed with on-line discussion) will help you identify and practice these skills so you are ready to put their best foot forward.

This course is aimed at allowing students to engage in realistic interview situations as a form of practice leading up to an authentic interview experience with an employer of their choice. Students will build upon previous knowledge and experience, and reflect upon new learning. Interaction with a guest speaker involved in recruitment and selection will provide authentic tips, practice and words of advice. Avenues for sharing feedback on each other's performance will be provided as well as a means for sharing experiences, successes, challenges and solutions. By the end of the course students will have established a network of supportive peers with the potential of continuing beyond the timeframe of the course.

Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Communicate effectively in a manner that meets the needs of the audience (employers)
2. Research the job opportunity
3. Express relevant skills and abilities to employers
4. Answer behavior-based interview questions effectively
5. Identify employer expectations regarding professionalism, deportment and conduct in an interview situation
6. Establish a network of contacts for support in job search and interviewing strategies

Evaluation and Grading System

Interviewing 101

Students will post a synthesis of their learning about interviewing based on activities of week 2 and their own experience. Respond to at least one classmate's posting.

Mock Interviews

You will participate in 3 mock interviews playing the roles of a candidate, an interviewer and an observer. Interviews will be recorded and posted on the website for review. Debrief experiences in all roles. As the interviewee reflect upon your performance; as the interviewer and observer provide feedback on the performance of the candidate. Post these brief reflections to the Mock Interview online conference. Respond to at least one of your classmate's posting.

Road Blocks and Stepping Stones Conferences

This is an area for you to share your experiences, frustrations and successes with interviewing. This is where you can find and give encouragement, ideas and suggestions. This conference will be left open after the end of the course so that the class can continue to support each other and form a job searching network.

Job Interview Preparation

Conduct research on the job you have chosen. Post to the Job Interview conference. This will serve as a database of employer information and the skills they are seeking.

Guest Expert Q&A

A guest expert – an HR professional or hiring manager who is involved in recruitment and selection - will visit the class. This is an opportunity to get authentic, expert advice. Prior to the visit, prepare 3 questions that you would like to ask the guest expert and post them in the Guest Expert Q&A conference.

Authentic Job Interview and Reflection

You will have the opportunity to interview with the hiring manager of the job posting that you selected. In this real-life experience you will have the chance to use the skills you've learned. After the interview synthesize your learning over the course within a reflection on your performance in this interview. Posting this reflection to the Job Interview conference is optional but encouraged so that others can learn from your experience.

Evaluation Description	Weight
Interviewing 101 Synthesis and Online Discussions	5%
Mock Interviews and Online Discussions	20%
Job Interview Preparation	15%
Questions for Guest Experts	15%
Participation in Road Blocks and Stepping Stones	5%
Reflection on Authentic Job Interview	40%

Course Outline

WEEK	OBJECTIVES
1	<ul style="list-style-type: none">• Students complete an initial survey providing background information to the teacher• Students introduce themselves and share with their class an interview experience they have had – students post this to the discussion board as well

WEEK	OBJECTIVES
2	<ul style="list-style-type: none"> • Students view sample interviews and record examples of good interview skills as well as ones that could be improved. • Students synthesize these ideas in preparation for the upcoming mock interviews. Each student is asked to submit their synthesis near the end of the week.
3	<ul style="list-style-type: none"> • Students complete three mock interviews with their team. Each student in the team takes a turn at being the interviewer, the interviewee, and the observer. • Students post a reflection of each interview from the perspective of the role they played. • Students read the posts of their classmates and respond in a threaded discussion
4	<ul style="list-style-type: none"> • Students select a job they would like to apply for • Students research the job and organization they are applying for to determine and skills and experiences that are required and reflect upon their abilities in these areas • Students submit questions for upcoming guest speaker that they think will provide advice for their upcoming real interview
5	<ul style="list-style-type: none"> • Guest speaker addresses class questions • Students rehearse for their up-coming interview • Students share feedback with their respective teams regarding rehearsals
6	<ul style="list-style-type: none"> • Students interview for an actual job they selected in Week 4 • Students submit a summative piece in which they reflect on their real interview identifying what they did well and what they could have done better on. Students should also suggest reasons why they think they performed the way they did.