

## Work Search Essentials 2: Interview and Negotiation Strategies

### Course Outline

#### Course Developer(s)

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#### Course Format

Two weeks, 10 hours per week

#### Course Prerequisites

Current and/or past experience as a career and employment practitioner and/or in a related field.

#### Course Description

This course will provide career management professionals with the tools they need to coach clients through the process of employment interviews and job negotiations. Types of interviews and commonly used interviewing techniques will be introduced and tips provided to facilitate interview and negotiation success.

#### Course Objectives

##### General:

Participants will enhance their understanding of common interview/negotiation practices and develop their skills as interview coaches.

##### Learning Objectives:

Upon successful completion of this course, students will be able to:

- Access community and online resources to prepare clients for employment interviews
- Describe common techniques used by employers when conducting interviews
- Explain the purpose of different types of interviews (e.g., screening, assessment)
- Demonstrate a wide variety of interviewing techniques (e.g., targeted behavioural)
- Facilitate interview/negotiation practice sessions
- Identify potential items to consider when negotiating employment contracts

#### Required Texts / Supplies

Neault, R. (2012). *Time to prepare: Developing portfolios, resumes, and interview skills*. Aldergrove, BC: [Life Strategies](#).<sup>1</sup>

Sheppard, B. C. & Mani, P. S. (Eds.) (2014). *Career development practice in Canada*. Toronto, ON: CERIC. (eBook or Print available from [CERIC](#)).<sup>2</sup>

<sup>1</sup> We recommend purchasing Neault, R. (2012). *Career strategies for a lifetime of success* (3rd ed). Aldergrove, BC: [Life Strategies](#) (PDF or print) if you're completing a full certificate as it includes all "Time to" chapters.

<sup>2</sup> The Sheppard & Mani (2014) textbook is a required reading throughout the Career Management Professional Program.



## Additional Readings

Throughout the course, relevant readings will be posted on our website. Plan to spend a minimum of 2-3 hours per week on the readings.

## Course Completion Requirements

Students must achieve an overall grade of at least 80% to successfully complete a course. If absent or offline for more than 48 consecutive hours, students are required to contact the instructor.

Participation	25%
Interview Tip Sheet	20%
Interview Practice and Critique	25%
Negotiation Strategy	30%

## Online Instruction Overview

This online course will be conducted using the “Moodle” course management system. Registered students will receive log-in instructions by email the Monday prior to the course start date. This system relies on asynchronous discussion forums (i.e., students post when it’s convenient for them, not during a scheduled time slot). However, from time to time, we may schedule live “chats” using online message/conferencing applications (e.g., Skype, GoToMeeting).

Facilitated e-learning offers amazing opportunities for shared learning. Many experts in the field believe that the best learning occurs in the discussion forums and that the posted course content may take on a secondary importance. Although this course will provide comprehensive content, students’ active participation in the discussion forums (i.e., checking in and briefly posting once or twice per day to each open discussion) enriches learning and is required for successful course completion.

## Operational Requirements

As this course is offered entirely online, students must have reliable Internet access and be comfortable using Internet technology and participating in discussion forums.

Although there are no scheduled classes, students will be expected to spend a similar amount of time on this course as they would in a classroom-based environment of 20 hours.

Documents will be posted in Word, PowerPoint, and PDF —students must be able to download these documents and also upload similar documents.

## Accommodation

If you have a disability that needs accommodation for this course, please let us know and we will work with you to more effectively meet your needs.

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Students taking individual courses, therefore, may only refer to a chapter or two; however, this resource is a wonderful addition to your professional toolkit.

