**Rutgers – The State University of New Jersey**

**School of Management and Labor Relations**

**Fall 2012 (10/23– 11/27)**

**Issues in Work – Interviewing Skills 37:575:393:02**

**Tuesday, 10:55 a.m. – 1:55 p.m. (Rm. 131 Hickman)**

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**Instructor:** Jeffrey J. Kaplowitz

**Phone:** 732 238 5176

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**Office Hours:** By appointment

## Required Text

None. There will be mandatory readings distributed in class.

## Course Overview

The purpose of this course is to identify the core interviewing skills necessary to successfully navigate the job market. Students will learn how to prepare effective resumes, prep for the interview process and conduct themselves during the interview itself.

The class will include lectures, role-playing, and interactive discussions that are meant to supplement the readings and stimulate debate on the various topics. Attendance and participation are strongly recommended since they make up the integral part of the grade.

## Grades

Grades will be determined based on attendance, participation, and successful completion of various projects such as well written resumes, etc. There will be no tests in this mini-course.

## Course Policies

*Lectures:* Please be on time for lectures and active participation (questions, comments, etc) is encouraged. To facilitate meaningful interaction, you are required to read the assigned articles *before* lectures. Be sure to turn off your beepers and cellular phones during lecture because these sources of disruptions prove to be very annoying to your instructor and distracting to your classmates. Use of these devices during class will result in points deducted from the class participation grade.

*Attendance:* Since this course has no exams attendance is paramount. With only five (5) classes, even one unexcused absence will severely affect a student's grade. . If you are absent due to an excused absence, you must use the University absence website http://sims.rutgers.edu/ssra/ to report the date and reason of absence. An email will automatically be sent to me.

**Schedule**

| Date | Topic | Reading |
|---|---|---|
| Week 1 (Oct 23rd) | Introduction/Syllabus/Expectations<br>Preparing a Resume | |
| Week 2 (Oct 30th) | Networking<br>The Recruiter Interview | TBDOS |
| Week 3 (Nov 6th) | Interview Skills & How not to be eliminated<br>The Manager Interview | TBDOS |
| Week 4 (Nov 13th) | Questions and Answers & Follow up<br>Compensation Negotiations | TBDOS |
| Week 5 (Nov 27th) | Legal Compliance and Discriminatory Interviews | TBDOS |

**TBDOS – To Be Distributed on SAKAI**