Rutgers – The State University of New Jersey

School of Management and Labor Relations

Spring 2012 (2/1 – 2/29) 37:575:393:01

Issues in Work – Interviewing Skills

Wednesday, 9:15 a.m. – 12:15 a.m. (103 Cook Douglass Lecture Hall)

Instructor: Jeffrey J. Kaplowitz

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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.

Schedule

Date	Topic	Reading
Week 1 (Feb. 1st)	Introduction/Syllabus/Expectations Preparing a Resume	
Week 2 (Feb. 8th)	Networking The Recruiter Interview	TBD
Week 3 (Feb. 15th)	Interview Skills & How not to be eliminated The Manager Interview	TBD
Week 4 Feb. 22nd)	Questions and Answers & Follow up Compensation Negotiations	TBD
Week 5 (Feb. 29th)	Legal Compliance and Discriminatory Interviews	TBD

TDB – To Be Distributed In Class