

# **Rutgers, The State University of New Jersey**

## ***School of Management and Labor Relations***

**Issues in Work: Interviewing Skills 37:575:393:05**  
**Fall 2015 September 26<sup>th</sup> – October 24<sup>th</sup>**  
**Saturday, 1:00PM – 3:50PM**  
**LEC Auditorium**

**Instructor:** Hijira Ali

**Contact Hours:** By appointment—if before or after class is not suitable

**Email:** [hali82715@gmail.com](mailto:hali82715@gmail.com)

### **Course Description:**

This course will examine, discuss and practice interviewing skills from the perspective of the candidate/interviewee and management/interviewer. Lectures, reading materials and videos will be used to facilitate understanding. Group interactive discussion and role-playing will be an integral part of the learning content and practicum.

### **Expectations and Learning Objectives:**

Students, upon successfully concluding this course, will have the basic ability to:

- Prepare for an interview
- Partake in and know how to behave/respond during an interview
- Conduct an interview
- Prepare effective resumes

### **Course Materials:**

None, all materials will be provided.

Cited Resources & Recommended Reading Material:

- Holmes, David (2014). *The Smart Guide to the Perfect Job Interview*. Norman, OK: Smart Guide Publications, Inc.
- Leanne, Shelly (2004). *How to Interview Like a Top MBA: Job Winning Strategies from Headhunters, Fortune 100 Recruiters and Career Counselors*. New York, NY: McGraw-Hill Companies, Inc.

### **Course Policies & Performance Expectations:**

This course is five (5) classes in total duration; which equates to imperative attendance and participation. Active participation is heavily encouraged, as group discussions as well as role-playing exercises are extremely important in the evaluation of student performance. The use of electronic devices are prohibited during class; unless otherwise permitted for class participation purposes. Reading materials will be provided; questions derived from reading materials may be found on the final exam.

**Disclaimer:** Information in this course, *Interviewing Skills*, is for instructional purposes only. All information taught, shared, used and/or learned is not an expressed or implied guarantee of employment or performance.

Report absences at <http://sims.rutgers.edu/ssra/>, detail your date and reason for absence. Additionally, a detailed email may be sent to me at [hali82715@gmail.com](mailto:hali82715@gmail.com). In the event of a serious emergency (e.g. hospitalization, illness, death in the family), one excused absence will be granted upon the receipt of relevant documentation (e.g. doctor’s note, obituary/funeral program).

**Grading Factors:**

Grades will be based on attendance, participation and the final exam. This course is graded on a 100-point scale. The final grade breakdown is as follows: A=90+, B+=86-89, B=80-85, C+=76-79, C=70-75, D=60=69, F<60

- 30 Points – Attendance: attend all classes, arrive on time and stay until the end of class
- 20 Points – Participation: understanding of readings and course concepts demonstrated during discussions, role-play and leadership
- 50 Points – Final exam: Resume (20 points) & 10 questions (30 points)
- 12.5 Points – Extra Credit ONLY for an Excused absence

**Academic Integrity:**

Academic integrity requires that all academic work be wholly the product of an identified individual. Ethical conduct is the obligation of every member of the University community and breaches of academic integrity constitute serious offenses. Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Students are also expected to report incidents of academic dishonesty to the instructor or dean of the instructional unit. Students are expected to be familiar with all Rutgers University policies regarding Academic integrity (<http://academicintegrity.rutgers.edu/>).

**Course Schedule:**

CLASS	DATE	TOPICS, READINGS, ASSIGNMENTS & EXAMS
1	October 31	<ul style="list-style-type: none"> <li>• Course Introduction and Syllabus Review</li> <li>• Social Media: Be Careful of What You Say &amp; Do               <ul style="list-style-type: none"> <li>• Networking Skills</li> <li>• Resume Building</li> </ul> </li> </ul>
2	November 7	<ul style="list-style-type: none"> <li>• Resume Building cont’</li> <li>• Interview Styles</li> <li>• “Dress Rehearsal”: Appearance &amp; Courtesies</li> </ul>
3	November 14	<ul style="list-style-type: none"> <li>• Interview Preparation &amp; Dialogue</li> <li>• After the Interview: Follow-Up</li> <li>• Legal Interviews: Avoiding Discrimination               <ul style="list-style-type: none"> <li>• Bring Resume Rough Draft</li> </ul> </li> </ul>
4	November 21	<ul style="list-style-type: none"> <li>• Sample Interview Q &amp; As</li> <li>• Mock Interviews</li> <li>• Final Exam Review &amp; Bring Resume Rough Draft</li> </ul>
5	December 5	<ul style="list-style-type: none"> <li>• Final Exam and Resume Submission</li> </ul>

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