



Careers Centre Faculty Workshop Proposal

Workshop Title	MODULE 3 – How to Prepare for and Perform in Job Interviews
Duration	1-2hours
Content Overview	<p>This workshop provides an overview of the different interview types likely to be encountered by students, focussing on:</p> <ul style="list-style-type: none">• What to expect• How to prepare effectively• How to perform strongly• How to proceed after an interview
Outcomes	<p>Participants will gain an understanding of:</p> <ul style="list-style-type: none">• The different types of interviews they will be likely to encounter• Techniques for optimum preparation• The Do's and Don'ts of presentation, including dress, interaction and communication strategies• Strategies for answering behavioural questions• Recommended follow up actions
Date	_____
Presenter	_____
Workshop Coordinator (from faculty)	_____

Workshop Coordinator Role

- Indicate most suitable time and date for workshop
- Provide suitable venue and equipment
- Publicise workshop, using editable templates provided by the Careers Centre
- Record student attendance, using template provided by the Careers Centre