

Interviewing Skills

Description: Good for you . . .you got an interview! Learn to avoid the pitfalls of “trick” questions, market yourself, and get the job you want.

What you will learn:

- ◆ How to prepare for the interview
- ◆ Researching the employer
- ◆ Proper attire and etiquette
- ◆ Answering tough interview questions
- ◆ Mock interview and critiques

Textbooks/materials: Varied

Michigan Works
Service Center
Locations/Times:

PH Tuesday or Friday
8:30 a.m. to noon Code: JT13

or 2nd & 4th Wednesday of the month
9:00 a.m. to 11:00 a.m. Code: JT17

ME Tuesday or Friday
8:30 a.m. to noon Code: JT14

or 3rd Tuesday of the month
2:00 p.m. to 4:00 p.m. Code: JT20

or 1st Wednesday of the month
2:00 p.m. to 4:00 p.m. Code: JT20

OT Tuesday or Friday
8:30 a.m. to noon Code: JT15

or 3rd Thursday of the month
10:00 a.m. to noon Code: JT19

R Tuesday or Friday
8:30 a.m. to noon Code: JT16

or 1st & 3rd Thursday of the month
9:00 a.m. to 11:00 a.m. Code: JT18