

migrant
literacies



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Preparing for the job interview

by Tilburg University

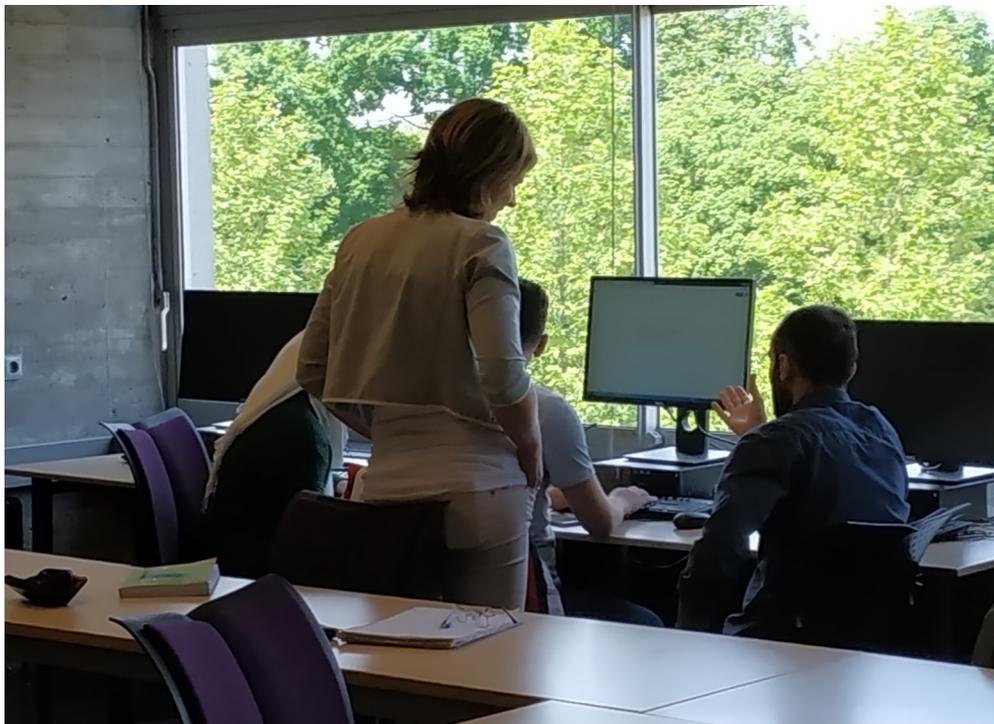
Objective of this workshop is to prepare students for the job market, students get the chance to talk about themselves in a 'job application' setting, improving their skills to talk about themselves in a professional context, and to prepare for actual job applications in the (near) future.

GENERAL DESCRIPTION

SHORT SUMMARY	After the previous workshop, where students created/ updated their resume and LinkedIn profile, it is time for them to prepare for the actual job interviews. During the first lecture they will present themselves and discuss their interests and skills. In the second half of the workshops they participate in mock interviews, where they interact with 'future employers' (i.e. their peers and teacher (assistants)).
TARGET GROUP	Size: N/A Age: Adult Literacy Level: High, B2- and higher Digital Literacy Requirements: Intermediate
TIME	4 hours in-class and 2 hours of homework
FORM	Included in the regular classes, homework.
SPACE	Classroom and at home, an internet connection is required if the learner needs to look up additional information.
TOPICS COVERED	Job application, self-representation, computer skills.
TOOLS	<ul style="list-style-type: none">• Computer and internet connection• a beamer/screen if they want to use a presentation.
OBJECTIVES	To prepare for the job market, students get the chance to talk about themselves in a 'job application' setting, improving their skills to talk about themselves in a professional context, and to prepare for actual job applications in the (near) future.
LINGUISTIC SKILLS	Speaking and listening skills, and to a lesser extent reading and writing.

DIGITAL/
MEDIA
LITERACY
REFERENCE

Learners prepare a presentation about themselves and their interests. Next, they participate in mock interviews where they are being questioned about their motivation to work in a certain job. They can prepare for this job interview as if it were a real vacant post, and therefore look up relevant information online.



STEP BY STEP DESCRIPTION

STEP 1

Time

2 hours

Objective

Creating a presentation to show in front of the class.

Material

- computer

Literacy skills

PowerPoint skills, writing skills.

Activity description

Homework: learners present themselves and integrate the earlier created/updated resume and LinkedIn information to specifically focus on their job interests/work experience. Students also prepare a mock job interview for a vacant post which will be held in a small group setting including a teacher (assistant).

STEP 2

Time

2 hours

Objective

Presenting the self in a professional context.

Material

- If desired a screen/beamer and computer

Literacy skills

Speaking skills, language comprehension skills.

Activity description

In short presentations, the learners present themselves and give the audience a couple of minutes to ask questions about their job interests/work experience.

STEP 3

Time

1 hour

Activity description

Mock job interviews.

Objective

Participants get acquainted with job interviews, and learn to answer critical questions about themselves and their interests/experience.

Literacy skills

Linguistic comprehension skills, speaking skills, critical thinking skills.

STEP 4

Time

1 hour

Activity description

Group discussion about the experiences of the learners during the mock job interviews. Discussing strengths and weaknesses, receiving formative feedback.

Objective

Reflecting on experiences and better understanding strengths and weaknesses.

Literacy skills

Speaking and listening skills, self-reflective skills.