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## CAAW 0636: Job Search and Interview Skills

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### EFFECTIVE DATE

September 2017

### DEPARTMENT

Community & Career Education

### DESCRIPTION

This course guides learners through processes and various strategies that will help them to create job search plans, and identify employment support and training, and develop interview skills. This course is part of the Career Awareness program.

### CREDITS

4.0

### YEAR OF STUDY

### PREREQUISITES

Admission to the Career Awareness Program

### COREQUISITES

None

### COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- collect all related information to prepare a resume
- identify his/her personal job search network
- demonstrate communication skills for interviews
- prepare for an interview
- present himself/herself at job interviews in a professional manner
- respond to interview questions by representing his / her strengths
- ask relevant questions of potential employers
- identify local public and private employment agencies
- conduct a local job market analysis
- describe elements of and create a supported or independent job search plan
- identify and outline individual employment support and training needs
- apply effective goal setting and time management skills

- demonstrate an understanding of the strategies needed to start and maintain a job search
- develop appropriate job-targeting cover letters
- apply effective job search techniques
- identify the pros and cons of when and how to disclose one's disability

## **PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)**

None

## **HOURS**

Lecture: 100

## **INSTRUCTIONAL STRATEGIES**

lectures, presentations, demonstrations, discussion groups, case studies, field assignments and independent or group projects, field practicum, audio visual and web related materials, individualized and group tutorial

## **GRADING SYSTEM**

Satisfactory/Unsatisfactory

## **PASSING GRADE**

S- Satisfactory=50%

## **EVALUATION PLAN**

Type	Percentage	Assessment activity
Assignments	30	in class assignments and projects
Quizzes/Tests	30	
Final Exam	10	
Participation	10	
Other	20	observation of demonstrated skills - checklist

## **COURSE TOPICS**

- Resumes
- Personal and professional references
- Local job market analysis

- Job search strategies
- Online job search tools
- Effective job search techniques
- Map job search plan
- Identify job search network
- Employment support and training resources
- Preparing for the interview
- Presenting strengths and qualifications
- Disclosing disability
- Responding to interview questions
- Role play/mock interviews - self evaluation

## LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:  
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

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