**Mastering the Job Search**SMU CAPE Program, Course Number BMK610
Tuesday Evenings; October 9, 16, 23, and 30; 7:00pm to 8:30pm

SMU Main Campus, << Building Name & Room Number >>, Dallas, Texas

Fall 2018 Semester

Instructor: Richard Blazevich

Preferred Mode of Contact: richardb@amazingjobskills.com

Office Hours: Tuesday evenings 6:00pm to 7:00pm, << Building Name & Room Number >>

 Tuesday evenings 8:30pm to 9:00pm, << Building Name & Room Number >>

**Course Description**

Looking for your dream job? This class is designed to help you stand out in a competitive job market and get the job you want. You’ll learn an easy-to-follow plan for researching companies, perfecting your resume, and nailing job interviews. This class will include a combination of practical tips and an insider's perspective about what recruiters look for when making hiring decisions. It will also include useful frameworks for preparing your interview answers and tips for what you should and shouldn't say during interviews.

**Information from the Instructor about Himself**

I’m a Sr. Marketing Director at PepsiCo, and I’ve been recruiting people for our marketing department for the past 18 years. During that time, I’ve interviewed hundreds of job candidates and led interview workshops at some of the top universities in the country. I have a passion for career coaching, and I’ve published 3 books on the subject:

* *Amazing Interview Answers*
* *Interview Prep Playbook: Job Hunting Guide*
* *Interview Prep Playbook: College Student Edition*

I’m looking forward to helping people find their dream jobs through this course.

**Course Goals**

The primary objective of this course is to help you get the job you want. When you successfully complete this course, you should be able to:

* identify the type of job you want,
* research and prioritize job openings,
* prepare resumes to match specific job opportunities,
* submit applications and follow-up with the companies that are offering jobs, and
* successfully answer the most commonly asked interview questions.

**Class Format and Participation Expectations**

During each class session, I will present prepared lecture material, but my teaching style will be informal and interactive. Each session will include lecture time, time for questions and answers, and time for you to work on your assignments. You will be encouraged to ask questions and share your experiences throughout each session.

All interactions in class will be respectful, supportive, and inclusive. I will encourage you to participate in class discussions, but I will not force you to do so. If you have questions or concerns that you do not want to share with your classmates, I will encourage you to speak with me before or after class, or via email.

**Daily Work/Homework**

I will give you 3 types of assignments, which you may complete in class or between class sessions:

* Job Hunting Tracker: This is a prioritized list of job opportunities that you might apply for.
* Resume: This is your tool to get potential employers to interview you.
* Interview Answers: These are your responses to the most commonly asked interview questions.

See the **Schedule of Topics and Assignments** section of this syllabus for more details.

**Required Texts, Materials, or Equipment**

For students who are not currently enrolled in school full-time, the text book is ***Interview Prep Playbook: Job Hunting Guide***. You may purchase either of the following versions from Amazon.com:

* + Paperback version: www.amazon.com/dp/1723733377
	+ Kindle version: www.amazon.com/dp/B07HVB7LDT

For students who are currently enrolled in school full-time, the text book is ***Interview Prep Playbook: College Student Edition***. You may purchase any of the following versions from Amazon.com:

* + Paperback version: www.amazon.com/dp/1980404119
	+ Kindle version: www.amazon.com/dp/B079D1LMMG
	+ Audiobook version: [www.amazon.com/dp/B07CJY3891](http://www.amazon.com/dp/B07CJY3891)

Electronic reference material can be found at **AmazingJobSkills.com** in the **Templates** section of the site.

**Course Grading**

Each student will receive an assessment that the instructor will provide within 14 days after the class is completed. That assessment will be based on the following elements:

* Job Hunting Tracker: 1st draft due on October 16, final version due on October 30.
	+ 20% for the quality of the tracker the student completes during the course
* Resume: 1st draft due on October 23, final version due on October 30.
	+ 30% for the quality of the resume the student prepares for their top-priority job opportunity
* Interview Answers due on October 30:
	+ 15% for the quality of 1 answer the student prepares for an Opening Question
	+ 15% for the quality of 1 answer the student prepares for a Fit Question
	+ 15% for the quality of 1 answer the student prepares for a Case Questions
* Participation:
	+ 5% for participation, whether during class sessions, during office hours, or via email

**Questions and Clarifications:**

Please contact me at richardb@amazingjobskills.com if you have any questions, suggestions, or comments about this course.

**Schedule of Topics and Assignments**

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| **Class Session** | **Topics** | **Homework to be Completed After Class** |
| Oct. 9 | * Build Your Strategy
* Research Jobs
* Prepare Your Job Hunting Tracker
 | * Read *Interview Prep Playbook* Introduction & Chapter 1
* Find 3 to 5 targeted job descriptions on www.bls.gov/ooh or on online job sites (Job.com, Indeed, Moster.com, etc.)
* Start entering job prospects on your Job Hunting Tracker
 |
| Oct. 16 | * Customize Your Resume
* Practice Your Interview Answers: Opening Questions
 | * Read *Interview Prep Playbook* Chapter 2-3
* Prepare 1 targeted resume based on the job description for your top priority job
* Prepare 1 P-E-N answer for Opening Questions
* Update your Job Hunting Tracker with the list of companies you’d like to apply for
 |
| Oct. 23 | * Practice Your Interview Answers: Fit & Case Questions
* Submit Job Applications
 | * Read *Interview Prep Playbook*: Chapters 4-6 and Conclusion
* Prepare 3+ S-T-A-R answers for Fit Questions
* Prepare 1 answer to a Case Question in your desired career field
 |
| Oct. 30 | * Nail the Interview
 | * Apply for your top-tier job opportunities
* Get interviews and nail them
* Get job offers and accept the offer for the job you want most
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