CAREERSAFE® ONLINE COURSE
INTERVIEW TRAINING
CAREERSAFE: THE NATIONAL YOUTH SAFETY INITIATIVE

Our mission at CareerSafe® is to deliver Safety Education for America’s Future. Through our interactive, online training courses, we teach students how to reduce the risks associated with workplace and cyber safety hazards while providing useful information that will prepare these young men and women for a safe and prosperous future. By providing these individuals, particularly high school students, with fundamental safety knowledge, our program brings the significance of safety to the forefront. CareerSafe® is currently available in all fifty U.S. states and is in use by over 4,000 high schools nationwide.

NEED FOR CAREERSAFE®

While providing workplace safety training to students, we discovered students were lacking in other vital skills needed to succeed in the job market, such as knowing how to write a cover letter or navigate a job interview. Though students may possess safety and health knowledge, they will not be able to use their skills and knowledge if they are unable to secure a job. CareerSafe® provides students with skills to manage their long-term safety, health and security, including a basic foundation of knowledge to successfully obtain employment, manage finances, and more.

WHAT DO STUDENTS SAY?

STUDENTS ENROLLED

1.6 MILLION

Student feedback shows...

Based on a poll of 11,339 students that completed the Interview Skills Training course, students overwhelmingly praise the CareerSafe® online program as being efficient and effective. The feedback collected from students allows CareerSafe® to keep our courses as engaging as they are informative and ensure that every student is getting the most out of their education.

90% said they would recommend this training to their peers

94% agreed the program will help them submit a high quality job application

96% said the program was easy to use

TESTING AND COMPLETION

Our mission at CareerSafe® is to deliver Safety Education for America’s Future. CareerSafe’s vision is to provide every youth with the skills to successfully manage their long-term safety, health and security. To this end, we are committed to offering affordable, informative and innovative online safety training to reach as many young workers as possible. The cost for the Interview Skills Training online course is $15 per student and also offered as a site license option for education institutions at $499 (up to 5,000 students). For more information regarding payment options and instructions, visit our website or email us at orders@careersafeonline.com.
COURSE OVERVIEW
CareerSafe's® Interview Skills Training course has a media-rich and mobile-friendly online format that makes it accessible anywhere, anytime. The course consists of interactive modules discussing how to prepare for and successfully complete different aspects of the job application process.

**Required Topics: (Total Seat Time: 5 Hours)**
- Applying for the Job Types of Interviews After the Interview
- Interview Simulation
- Before you Enter the Interview Room
- Interview Communication Techniques
- The Role of Social Media in your Job Search

APPLYING FOR A JOB
Students will learn how to navigate their way through a standard job application process and be able to list the steps necessary to prepare for an interview.
- Employ best practices when creating a résumé.
- List components commonly included in a job application form.
- Identify the components of a cover letter.
- Identify common grammar and format mistakes in employment applications.
- Recognize the role background and credit checks play in obtaining employment.

THE ROLE OF SOCIAL MEDIA IN YOUR JOB SEARCH
Provides students the skills necessary to leverage social media and online resources to improve their employment search and recognize the impact their digital footprint can have on their employment prospects.
- Demonstrate how to build a professional LinkedIn profile.
- Explain how to use social media and the internet to research and connect with potential employers.
- Describe how to stay safe on LinkedIn.
- Describe how your digital footprint can affect your employment search.
- Recall how to ensure your digital footprint reflects a positive, professional image.

TYPES OF INTERVIEWS
Provides students the skills necessary to adequately prepare for all common interview formats.
- Recount strategies for preparing for a group interview.
- Recount strategies for preparing for a panel interview.
- Recall the accepted etiquette for conducting yourself during an interview meal.
- Recount strategies for preparing for a working interview.
- Describe how to professionally conduct phone and video interviews.

BEFORE YOU ENTER THE INTERVIEW ROOM
Provides students with knowledge of the tasks which should be performed in advance of an interview.
- Recall the importance of being familiar with the description of the job for which you are applying
- Express the importance of researching the employer and interviewer
- Describe how to choose appropriate interview attire
- State the value of traveling to the interview location prior to the interview
- List the documents you should bring to an interview
- Formulate a list of appropriate questions to ask at the interview
INTERVIEW COMMUNICATION TECHNIQUES
Provides information that helps students outline successful interview behaviors and list behaviors to avoid.
• Describe appropriate interactions upon arrival at the interview location
• Describe how to manage stress in an interview situation
• Describe the importance of non-verbal communication in an interview
• Explain the importance of active listening
• Restate the value of using appropriate language and tone
• Describe the importance of tailoring your story to the job even if you lack formal work experience
• Recount strategies for answering difficult questions
• List topics which interviewers are not allowed to question you about

AFTER THE INTERVIEW
Provides students with hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module.
• List content appropriate to include in your thank you note.
• Restate best practices for following-up on your application status.
• Restate the importance of graciously accepting a rejection.
• Recount considerations for accepting a job offer.

INTERVIEW SIMULATION
By the end of this module, students will have hands-on experience in applying skills obtained in the interview techniques covered in the Interview Communication Techniques module.

For more information about this online course, visit:
www.CareerSafeOnline.com/courses/interview-skills-training