

## **MBA 643: Interviewing Within the Professional Context**

There are all types of interviews in which we will participate during the course of our professional lives. All of us will participate in at least one employment interview as the interviewee, however, most of us will also function as the individual conducting the interview. Interviews range from formal to informal, unstructured to structured, simplistic to sophisticated, a few minutes to a few hours, supportive to less than supportive, one on one, group, and over the telephone. During interviews you may provide or be provided information, counsel or be counseled, seek to obtain a position or recruit a good employee, review or be reviewed, persuade or be persuaded. Your relationship may be as a stranger or intimate acquaintance, friend or antagonist, competitor or team player, superior or subordinate. This course will examine the various forms of interviews focusing primarily on the employment or recruitment interview, and the performance review. Elements of the interview process will be studied and will include: all forms of correspondence (cover letters, resumes, thank you letters), all phases of the interview process (what occurs prior, during and post interview), and verbal and nonverbal communication strategies for all forms of communication interactions within the interview context.