1. Talk about interviews in Class
   1. Review Rubric
   2. Discuss Non Verbal Communication
   3. Discuss Social Media pitfalls.
   4. Review Professional Business Communication
      1. Resume,
      2. References, Letter of Introduction,
      3. Thank You Letter
   5. Best Practices
      1. No Gum or Bad Breath
      2. Firm Handshake
      3. Preparation for Interview
         1. Research Company on line or word of mouth
         2. Arrive 15 min early.
         3. Dress for Job you aspire to.
         4. PRACTICE interviews
         5. Prepare Questions to ask.
   6. Questions to ask
      1. Opportunities available
      2. Salary and Benefits (save for the end)
      3. May I see my workplace?
      4. When may I expect to hear from you
   7. What are employers looking for
      1. Passion for the job.
      2. Flexibility
      3. Teamwork- Do you get along with others? Can you work collaboratively?
      4. Leadership – Leaders are hard to find.. Do you have the qualities of a leader? Do you know the qualities of a leader?
      5. Pride in the work you do. Anybody can punch a time clock. Do you care about the job you will do?
      6. Professionalism: Do you gossip? Do you take instruction well? Do you learn from mistakes? Could YOU be an ambassador, the face of the company?