

# Instructional Scenario

## Enhancing Employability Skills



**Course/Duty Area:** Medical Administration, Legal Administration/Enhancing Employability Skills

**Scenario:** You are a determined job seeker preparing for a business position at Success Solutions Inc., a well-known company in your town. However, after attending three previous job interviews at different companies, you have not received any offers. You realize it is time to enhance your employability skills to ensure this interview is a success. Your task is to analyze what went wrong in your past interviews, improve your application materials, and practice new techniques to excel in your next interview. Along the way, you'll work on refining your professional image, communication skills, and confidence to secure the job.

**Big Question:** How can I identify and improve my professional skills and qualities to ensure success in a competitive job market?

### **Focused Questions:**

1. What specific skills and qualities do employers look for in a job candidate?
2. How can I effectively highlight my strengths and address my weaknesses during a job interview?
3. What strategies can I use to improve my resume, cover letter, and interview performance to increase my chances of getting hired?

### **Student Project or Outcome:**

Students will simulate the process of applying for a business job, focusing on developing and refining their application materials, enhancing their professional skills, and gaining interview experience.

1. Research Phase:
  - Choose a business job to apply for.
  - Research the job requirements, desired skills, and qualities employers seek for this position.
2. Portfolio Creation:
  - Develop a professional resume tailored to the chosen job.
  - Write a customized cover letter that demonstrates enthusiasm and alignment with the job.
  - Prepare a reference list with at least three credible contacts.
3. Interview Preparation:
  - Practice answering common and behavioral interview questions.
  - Learn and practice non-verbal communication skills, such as confident body language and appropriate eye contact.
4. Mock Interview:
  - Participate in a simulated job interview with a professional.
  - Receive feedback on the portfolio and interview performance.

**Project-Based Assessment:** Assess students on their ability to create a professional job application portfolio, demonstrate interview skills, and reflect on their progress in enhancing employability skills; use a grading rubric.

*Scenario submitted by Julliet Coates, Advanced Career Education Center Hermitage, Henrico County*