



AYDIN ADNAN MENDERES UNIVERSITY COURSE INFORMATION FORM

Course Title		Interview Techniques							
Course Code		BİY300		Course Level		Short Cycle (Associate's Degree)			
ECTS Credit	2	Workload	50 (Hours)	Theory	2	Practice	0	Laboratory	0
Objectives of the Course		Purpose of the lesson is inform students about to writing CV techniques and employee selection and interview processes.							
Course Content		Career Planning, Effective Job Search CV Preparation Career Appropriate, Preparation work appropriate Front Cover, Preparation for an interview, Being Dominant in the interview process.							
Work Placement		Students must have to complete their internship within the required time and properties. The required rules are describes at the Adnan Menderes University, Sultanhisar Vocational School, Student Internship Instructions.							
Planned Learning Activities and Teaching Methods				Explanation (Presentation), Discussion, Case Study, Individual Study					
Name of Lecturer(s)		Ins. Ümran GÜMÜŞ							

Assessment Methods and Criteria

Method	Quantity	Percentage (%)
Midterm Examination	1	40
Final Examination	1	60

Recommended or Required Reading

1	Lecturer notes, presentation of course and videos.
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Week	Weekly Detailed Course Contents	
1	Theoretical	Basics of Working Life (Labour, Employment and Unemployment)
2	Theoretical	Inform about to preparation the CV (Curriculum Vitae)
3	Theoretical	Career Management
4	Theoretical	Introduction and Effective Use of Job Search Channel
5	Theoretical	Inform about the preparation of the work appropriate front cover,
6	Theoretical	Inform about the CV evaluation and selection
7	Theoretical	Evaluation and selection process between about pre-prepared CV and Cover
8	Intermediate Exam	Midterm
9	Theoretical	Presentation of the General Interview Process
10	Theoretical	Preparation for an interview (Overview and Data Scan)
11	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
12	Theoretical	Personnel Selection Criteria and Process Understanding the Interview
13	Practice	Simulate an interview process
14	Practice	Simulate an interview process
15	Final Exam	Examine the lessons aim and the performance
16	Final Exam	Final Exam

Workload Calculation

Activity	Quantity	Preparation	Duration	Total Workload
Lecture - Theory	14	1	2	42
Assignment	2	1	0	2
Midterm Examination	1	2	1	3
Final Examination	1	2	1	3
Total Workload (Hours)				50
[Total Workload (Hours) / 25*] = ECTS				2

*25 hour workload is accepted as 1 ECTS

Learning Outcomes

1	CV Preparation Career Appropriate, Preparation work appropriate Front Cover,
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2	Effective Job Search
3	Preparation for an interview, Being Dominant in the interview process.
4	Understand Personnel Selection Criteria and Process in Interview
5	Learns the process by practicing the interview process.

Programme Outcomes (Human Resources and Management)

1	To use theoretical and applied knowledge in the field of human resources management
2	To examine various concepts and opinions in the field of human resources management, and evaluate related data.
3	To undertake individual and group responsibility in order to solve unforeseen complex problems and issues which are confronted in application process.
4	To be able to transmit self opinions and solutions to problems in the field of human resources management via written and oral channels.
5	To support self opinions and solutions to problems by qualitative and quantitative data and share this with other professionals or nonprofessionals.
6	To benefit from other disciplines which are related to human resources management and be acknowledged about these disciplines.
7	Legislation relevant to the profession and to follow the basic law to have knowledge in the field of public administration
8	To have societal, scientific and ethical values in gathering data, planning, executing and controlling human resources management issues.
9	Develop an awareness for the need for life long learning
10	To follow national and international contemporary issues
11	To become sensitive to Atatürk's principles and reforms, the right to use the Turkish language, the official correspondence of the basic ability to have the ability and understanding related to the field of foreign terms

Contribution of Learning Outcomes to Programme Outcomes 1:Very Low, 2:Low, 3:Medium, 4:High, 5:Very High

	L1	L2	L3	L4	L5
P1	3	3	3	3	3
P2	3	3	2	3	3
P3	2	3	3	3	3
P4	3	3	2	3	3
P5	3	3	3	3	3
P6	3	3	3	3	3
P7	3	3	3	3	3
P8	3	3	3	3	3
P9	1				
P10	1				

