

Module 11

Summary and Conclusion

Produced with the collaboration of KnowledgeOne and
Le ministère de l'Éducation et de l'Enseignement supérieur (MEES).

Course and Lesson Objectives

The goal of this course is to give Co-op students the tools to state information about themselves - in the context of an interview - in French.

In this final module, we will

- Review the objectives of each module
- Summarize key points

As you watch scenarios, look out for the points noted on the left-hand side.

A background image of a modern glass skyscraper with a prominent corner structure, partially obscured by a semi-transparent white overlay. The building has many windows and a clean, architectural design.

Module 1

Etiquette and Introductions

Module 1 outlined interview etiquette and how to formally introduce yourself.

- When greeting the person at the reception, state:
 - Your name
 - The name of the employee you are meeting
 - The time of the meeting
 - The position you are interviewing for
- Always be honest about your level of French proficiency.

Module 2

Scheduling an Interview for Postings Found Through Your Own Job Search

Module 2 discussed how to schedule an interview in cases of job postings found during your own search.

- You will need to be able to accept or reschedule an interview



Module 3

Phone Interview

Module 3 covered common phone interview scenarios.

- Research the company's French website, dig deeper than the "About Us" section
- Use a skill or quality from the job posting to demonstrate why you are the right candidate for the position and provide an example from your résumé if possible

Module 4

Talking About Yourself

Part 1 – Background Information (Academic and Volunteer Experience)

Module 4 explained how to discuss your academic background (*parcours scolaire*) and projects, extracurricular activities (*activités parascolaires*), interests (*centres d'intérêts*), and volunteering (*bénévolat*).

- Link your activities back to skills or qualities from the posting
- If you are not involved in particular activities then bring up other experiences
- Discuss a project by describing the goals, number of people involved, what you did, and the results/outcomes

A background image of a modern glass skyscraper with a grid-like facade, partially obscured by a semi-transparent white overlay. The building is on the left side of the frame, and the right side is mostly white.

Module 5

Talking About Yourself

Part 2 – Job Interest and Career Goals

Module 5 discussed how to talk about your interest in the job position and company, as well as your career goals.

- Identify how you can help the company using a specific skill, competency, academic experiences, knowledge, etc.
- When asked about your career goals, be specific and use verbs

Module 6

Talking About Skills and Competencies

Module 6 covered how to talk about your skills and competencies.

- Use assertive statements to refer to your strengths (*principales forces*) or qualities (*qualités*)
 - Choose a strength that is relevant to the particular job
- When asked about your weaknesses (*faiblesses*)
 - Be honest
 - Show intent to actively break bad habits

Module 7

Interview Questions

Part 1 – Behaviour-Based Questions

Module 7 outlined how to answer behaviour-based questions (past situations).

- (S) Situation: Describe the situation/event
- (T) Task: Describe the task/problem/issue you were trying to complete or solve
- (A) Action: Explain what action you took to complete the task or solve the problem
- (R) Results: Explain the result of your actions

Module 8

Interview Questions

Part 2 – Situational-Based Questions

Module 8 explained how to answer situational-based questions – hypothetical situations applicable to the job (*mises en situations*).

- Repeat the situation back
- Describe what you would do
- Explain why your choice is the best course of action

Take a moment to imagine how you could handle it using your skills, competencies and/or past experiences.

Module 9

Interview Questions

Part 3 – Technical-Based and Case-Based Questions

Module 9 covered how to answer technical or case-based questions (job scenarios).

- Understand the question/problem
 - Rephrase in your own words
 - Ask for clarification if you need it
- Look at the problem from all angles
 - Is there another way?
 - Is the obvious way the best way?
- Plan and Process
 - **Purpose:** Define the desired result
 - **Plan:** How to solve the problem
 - **Process:** Steps for problem solving
- Look for improvements
 - Anything you can do differently?
 - Can you prevent this problem?
 - Why is your solution the best?



Module 10

Ending an Interview

Module 10 reviewed how to end an interview.

- Take the time to mention any relevant information not covered
- Ask questions about what you would need to know in order to accept the position if offered
 - Don't leave an interview with unanswered questions

THANK YOU

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