THE EDUCATION UNIVERSITY OF HONG KONG

Course Outline

Part I

Programme Title : All Undergraduate Programmes
Programme QF Level : 5
Course Title : The Art of Job Interviews
Course Code : GEG2043
Department : Department of Asian and Policy Studies
Credit Points : 3
Contact Hours : 39
Pre-requisite(s) : Nil
Medium of Instruction : EMI
Course Level : 2

Part II

The University’s Graduate Attributes and seven Generic Intended Learning Outcomes (GILOs) represent the attributes of ideal EdUHK graduates and their expected qualities respectively. Learning outcomes work coherently at the University (GILOs), programme (Programme Intended Learning Outcomes) and course (Course Intended Learning Outcomes) levels to achieve the goal of nurturing students with important graduate attributes.

In gist, the Graduate Attributes for Undergraduate, Taught Postgraduate and Research Postgraduate students consist of the following three domains (i.e. in short “PEER & I”):

- Professional Excellence;
- Ethical Responsibility; &
- Innovation.

The seven GILOs are:
1. Problem Solving Skills
2. Critical Thinking Skills
3. Creative Thinking Skills
4a. Oral Communication Skills
4b. Written Communication Skills
5. Social Interaction Skills
6. Ethical Decision Making
7. Global Perspectives
1. Course Synopsis

The job interview is often a key to any new career. While career centers provide information regarding job opportunities and orient students to useful career skills, job interviews are still being perceived as a “black box”. This course aims at breaking down job interviews and revealing the unspoken norms and expectation of the changing job market through sociological, psychological, and industrial studies, as well as the experience of employers and employees of different fields.

Throughout this course, we will explore topics and concepts that are essential to the understanding of job interviews, while enabling students to gain insights into their own relationship with the world of work. We start with an overview about the trend of job markets and the macro social and economic structures that shape these trends. We then proceed to the understanding of building connections and getting access to job interviews through social network theory. Next, we further delve into the theories and research on impression management in cv and cover letter writing and during the job interviews. Emotions and emotional management during the whole recruitment process will also be discussed drawing upon micro-sociological and psychological concepts. Finally, analyzing job interviews from a broader perspective, we will explore job interviews through the lens of social inequalities and culture, while offering ways to navigate various kinds of stereotypes and subtle discriminations.

(Ex-)recruiters of various fields in the public and the private sectors are invited as guest speakers to share their thoughts regarding the hiring processes. They will also help in a simulated job interview exercise for our students. E-portfolio is used throughout the course.

2. Course Intended Learning Outcomes (CILOs)

Upon completion of this course, students will be able to:

CILO1: Understand, integrate, and apply the relevant conceptual knowledge in sociology and social and industrial psychology to job interviews

CILO2: Apply social skills that facilitate interpersonal and communication with others and develop reflective thinking skills

CILO3: Enable students to make good judgments and decisions regarding their future career and weigh both their chances of success and the risks of trying in different careers

CILO4: Boost students’ confidence in articulating their ideas clearly

CILO5: Raise students’ awareness of the cultural norms and the local and global issues in the job market so that they can construct thoughtful and creative responses to these issues
### 3. Content, CILOs and Teaching & Learning Activities

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<tr>
<th>Course Content</th>
<th>CILOs</th>
<th>Suggested Teaching &amp; Learning Activities</th>
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| **21st Century job market**<br>This session includes the changes and the trends in the job market and covers the following concepts:  
  - Organizational man  
  - Fordism, post-Fordism  
  - “Boundaryless” career  
  - 7/24 economy  
  - New technologies and change | **CILO 1,2,3,5** |  
Lectures (including a guest speaker from a private company)<br>Discussions<br>Tutorials<br>Videos<br>E-portfolio |
| **Building connections and access to job interviews**<br>This session includes the social network theory and covers the following concepts:  
  - Social capital  
  - Social ties  
  - Chinese *guanxi*  
  - Structural holes  
  - Structural equivalence | **CILO 1,2,3,5** |  
Lectures (including a guest speaker from a private company)<br>Discussions<br>Tutorials<br>Videos<br>E-portfolio |
| **Presentation of self during job interviews**<br>This session includes the following concepts/topics:  
  - Impression management  
  - Goffman’s Interactional rituals  
  - Ethical issues in job interviews | **CILO 1,2,4** |  
Lectures (including two guest speakers. One works as an Administrative Officer in HKSAR and one is a Principal of a kindergarten)<br>Discussions<br>Tutorials<br>Role-playing<br>Simulated job interviews<br>Videos<br>E-portfolio |
| **Emotions, anxiety, and stress throughout the recruitment process**<br>This session includes the following concepts:  
  - Sociology of emotions: emotional energy, managed heart (feeling rules)  
  - Industrial/social psychological concepts like evaluative apprehension and imposter syndromes  
  - Positive psychology like meditation and coping strategies | **CILO 1,2,4** |  
Lectures (including two guest speakers. One works as an Administrative Officer in HKSAR and one is a Principal of a kindergarten)<br>Discussions<br>Tutorials<br>Videos<br>E-portfolio |
### Inequalities, social stigmas and discrimination in job interviews
This session includes the following topics/concepts:
- Social stratification
- Stereotypes, stigmas, and discrimination in hiring
- Legal protection against discrimination

#### How culture plays a part in the art of job interviews
This session includes the following topics:
- Cultural matching processes in hiring
- Comparative research regarding organization culture in multinational organizations versus Chinese firms

### Assessment

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<th>Assessment Tasks</th>
<th>Weighting (%)</th>
<th>CILO</th>
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<td>(a) Participation Learning proactively is important in higher education. Students are encouraged to attend all the lectures and tutorial sessions; and they are also encouraged to think, discuss, raise questions and even challenges. Therefore, students’ participation score will be marked according to their attendance and whether they answer the questions presented to them proactively and raise high quality questions.</td>
<td>20%</td>
<td>CILO₁,₂</td>
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<td>(b) E-portfolio (updated at least weekly) E-portfolios can make student learning visible to the students themselves as well as to instructors, other students and their academic advisors, so they can better understand the progress they have made and how to learn in the future. This is an important tool for self-reflection. It also enables students to document relevant information regarding the career they want to pursue. Students are expected to apply the theoretical concepts throughout the process.</td>
<td>60%</td>
<td>CILO₁,₂,₃,₅</td>
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<td>(c) Simulated Job Interviews Students are assigned into groups according to their career pursuit and they will attend a simulated 30- to 45-minute group interview. Feedbacks are given to students by recruiters/ ex-recruiters of different sectors right after those group interviews.</td>
<td>20%</td>
<td>CILO₁,₅</td>
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5. **Required Text(s)**

Nil

6. **Recommended Readings**


7. Related Web Resources

How To Ace Job Interviews: 5 Secrets Backed By Research

Career Development, EdUHK
[https://www.eduhk.hk/sao/?cat=12](https://www.eduhk.hk/sao/?cat=12)

Equal Opportunities Commission

8. Related Journals
Nil
9. **Academic Honesty**
The University adopts a zero tolerance policy to plagiarism. For the University’s policy on plagiarism, please refer to the *Policy on Academic Honesty, Responsibility and Integrity with Specific Reference to the Avoidance of Plagiarism* by Students ([https://www.eduhk.hk/re/modules/downloads/visit.php?cid=9&lid=89](https://www.eduhk.hk/re/modules/downloads/visit.php?cid=9&lid=89)). Students should familiarize themselves with the Policy.

10. **Others**
Nil

Last Updated: 24 August 2018