

CLB-Referenced and Other Online Resources for Teaching Job Interview Skills

Navigating the Interview

Immigrant professionals bring their expertise, skills, education, and experiences with job search from their backgrounds as well as their culturally-informed expectations of how to demonstrate that they are the right candidate for the job. In Canada, HR professionals and hiring managers bring their expectations, explicit and implicit, of their desired candidate for the job. This project, produced by Norquest College in 2014, provides practical resources to enhance job interview communication skills and behaviour for diverse candidates.

Navigating the Interview includes:

[Overview](#)

Interview Videos (interviews with four different candidates for the same position, with follow ups and debriefing):

[Interview 1 Mei Li](#)

[Interview 1 Mei Li Follow Up](#)

[Interview 2 Ahmed Hussein](#)

[Interview 2 Ahmed Hussein Follow Up](#)

[Interview 3 James Brooke](#)

[Interview 3 James Brooke Follow Up](#)

[Interview 4 Louise Michaud](#)

[Interview 4 Louise Michaud Follow Up](#)

[Interview Panel Debriefing](#)

[Scripts of the Interview Videos \(PDF\)](#)

[A Guide for Candidates \(PDF\)](#) (analyses of the four candidates' responses and interactions with the interview panelists)

PBLA Project: Finding a Job

This pilot project module package was developed in 2017 by the Canadian Centre for Language Benchmarks. It is aimed at CLB 5 and 6, and is based on the template introduced in PBLA and includes:

- A module plan adjusted for two levels (developed and piloted by a classroom teacher)
- Assessment tasks and tools for Speaking, Listening, Reading and Writing, adjusted for two levels
- A list of classroom activities and suggested resources
- An Employment Presentation (discussing two common interview questions) listening file

Link to PDF package: [PBLA Project: Finding a Job](#)

Link to MP4 listening file: [Employment Presentation](#)

Looking for a Job | Résumés, Cover Letters and Interviews

Excerpted from the LINC 5 – 7 Classroom Activities (published by Toronto Catholic District School Board, 2010), Chapter 4, *Looking for a Job | Résumés, Cover Letters and Interviews* offers a sample of possible activities that can build learners' language proficiency when looking for a job. The Job Search Strategies section covers LINC 5/6, while the Résumés, Cover Letters and Interviews section covers LINC 7. The PDF-format chapter provides text-based activities and Instructor Notes. There are also listening files and e-resources.

Link to activities and Instructor Notes (Notes begin on p. 461): [Looking for a Job | Résumés, Cover Letters and Interviews](#)

Link to listening files (downloadable .zip file): [Chapter 4 Audio Files](#)

Link to e-resources (interactive SCORM activities): [Chapter 4 E-Activities](#)

LINCWorks – Interviews Workbook CLB 3

This resource was produced in 2021 by NorQuest College in partnership with Employment and Social Development Canada and the University of Alberta Library's [Open Education Alberta](#) publishing project.

It consists of the following sections:

- Introduction
- Job Interviews
- Preparing for Interview Questions
- Body Language and Etiquette
- Job Interview E-mails
- Summary

There is also an extensive [Glossary List](#) of useful job interview-related vocabulary.

Within the subsections of each section, there are audio files, videos, interactive activities, writing activities and a voice recorder. For example, [18. Skills and Experience](#), provides opportunities to prepare for a job interview. Learners can practice writing and talking about their skills and experience by:

- Reviewing vocabulary.
- Reading some examples.
- Writing about one's skills and experiences.
- Talking about one's skills and experiences.

Entire book: <https://openeducationalberta.ca/norquest-lincworks-interviews-clb3/>