**Chapter 4: Résumés, Interviews, and Negotiation**

**Video and Multimedia**

**LO 4.1.** Identify the six stages of the job-seeking process

**Audio 1:** [Blind Auditions Could Give Employers a Better Hiring Sense](https://www.npr.org/sections/alltechconsidered/2015/05/28/410264592/blind-auditions-could-give-employers-a-better-hiring-sense)

**Description:** Interesting audio story about companies using a “blind interview” to get beyond choosing candidates like themselves

**Web 1:** [Guide to Interviewing](http://www.hr-guide.com/data/A302.htm)

**Description:** This article provides specific and detailed guides for the interviewing process.

**LO 4.2.** Explain the important role of exploring and researching in the job-seeking process

**Video 1:** [10 Tips for First-Time Job Seekers](https://www.youtube.com/watch?v=CaOBtfVp8Lg)

**Description:** Tips for first-time job seekers from a person with 30 years of experience

**Audio 2:** [Study: College Grads Unprepared for Workplace](https://www.npr.org/templates/story/story.php?storyId=127230009)

**Description:** A story about York College graduates who receive tips for getting a new job in the workplace after college

**Web 2:** [Step-by-Step Guide to Researching Companies: How to Conduct Job-Search Research](http://www.quintcareers.com/researching_companies_guide.html)

**Description:** An article that emphasizes how important a commitment is to research companies you are interested in applying to

**LO 4.3.** Develop a customized résumé and cover letter

**Audio 3:** [For a Resume, Type Font Matters](https://www.npr.org/2015/04/28/402736024/for-a-resume-type-font-matters)

**Description:** An audio story that describes the connection between type font on résumés and success in the job search process

**Web 3:** [Customize Your Resume for Best Results](http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/customize-your-resume-for-results/article.aspx)

**Description:** The job website Monster gives tips for customizing your résumé.

**LO 4.4.** Discuss examples of how to interview and negotiate successfully

**Video 2:** [Selling Yourself in an Interview](https://www.youtube.com/watch?v=KFeGt_vHd1k)

**Description:** A discussion of interview strategies to make sure you get the job

**Audio 4:** [Could Video Games Be the Next Job Interview?](https://www.npr.org/sections/alltechconsidered/2013/12/01/246999632/playing-the-game-to-get-the-job)

**Description:** An audio story that suggests that video games might be involved in job interviews to evaluate candidates

**Web 4:** [10 Questions to Ask When Negotiating Salary](http://career-advice.monster.com/salary-benefits/negotiation-tips/10-salary-negotiation-questions/article.aspx)

**Description:** The job finding company Monster offers tips on salary negotiation.