
Participant Guide October 2026: Interviewing

Network to Work Lessons & Materials
are on the Participant Portal at:
A4td.org/resources

Meeting Ground Rules:

- Silence your phones
- Maintain confidentiality
- Listen to others
- Participate
- Use the “Parking Lot”

Today’s Agenda:

1. Materials

- Welcome! Please sign in.
- Your **Career Navigator** (CN) and **Case Management Participant Assistant** (CMPA) have your meeting agenda and various program materials available for you on the table.
- Please be sure to provide us with any changes in your address, phone or email.

2. Welcome and Opening Remarks

- **Introductions: Introduce yourself:**
 - What you learned in the past month
 - Job goal
 - Host Agency
- “What do you hope to take away from or learn at today’s meeting?”

3. We Celebrate You! Participant Success

- Achievements are discussed.

4. Employer Guest Speaker: _____

- **Job Search Skill Topic:** “Interviewing”

NOTES: _____

5. Job Readiness: Interviewing

NOTES: _____

- **Activity/Discussion – “Interviewing Tips”**

NOTES:

6. Workplace Safety Video:

- **Dehydration (3:23)**
- This video discusses how dehydration affects physical and mental performance, signs and hydration tips.
- Webpage: <https://www.youtube.com/watch?v=com3VvJkMzw>

NOTES:

7. Miscellaneous Matters

- **Additional information**

NOTES:

8. Jobs in the Area / Peer to Peer Support and Sharing

- **Staff will share job contacts / potential opportunities** that you should apply for when the opportunity matches your job goal.
- **Participants:**
 - Share job contacts and opportunities you know about.
 - Share any wisdom or insight you have gained from your own job search.
 - Share any challenges you are facing for which you’d like group support or input.

NOTES:

9. A4TD News & Notes

- **Jobs, Jobs, Jobs!**
 - American Job Centers (AJC)/CareerOneStop: It is a SCSEP requirement that participants use the American Job Centers/ CareerOneStop board as part of their job search. Please keep your resume updated.
 - Job Search: As a SCSEP participant, you have agreed to actively learn skills and participate in a job-search. Complete your Job Search Activity Log (JSAL) monthly. Log in to the CareerOneStop/AJC job site twice per month.
 - Offsite Training: Offsite Training and Supportive Services are available. Talk to your CMPA or CN about what you believe would be helpful.
 - Do you have family or friends that could benefit from the SCSEP Program? Take a flyer, have them apply on our website, or contact your CN/CMPA!
- **All A4TD Training Centers will be closed** on Monday, October 12, in observance of Columbus Day, Thursday and Friday, November 26 and 27 in observance of Thanksgiving Day and the day after Thanksgiving. Your Host Agency may be closed on those days. If so, please make plans with your CMPA and your Host Agency supervisor to make up your hours **during the same pay period**.
- Please complete the Participant Consent to Receive Text Messages Form (provided by A4TD Staff)
- You must notify your local A4TD training center staff / Case Management Participant Assistant office:
 - If your personal information changes (address, phone #, etc.)
 - If there are any changes to your family size, income, or employment status.
 - If during training, you become the relative or domestic partner of another participant or of a staff member at your host agency.
- **Timesheet Reminders:**
 - Names, Places, Dates, Signatures: all must be filled out!
 - Do not forget to total the right-hand column and at the bottom.
 - Offsite training must be explained with the hours breakdown and name of the provider (organization, school, or online platform).
 - It is your responsibility to save your paystubs.
 - For today's meeting in the "Explanation of Offsite Training Activities column", write "Network to Work meeting".
 - You cannot train more than 8 hours on any single day, even a day with a Network to Work meeting.

10. Conclusion of the Meeting

Next Meeting:

- day, November _____, 2026 at _____
- The **November** meeting topic is **Anti-Harassment Training**.
- All Participants are required to complete a Job Search Activity (JSAL). Bring your Job Search Activity Log (JSAL) to the next meeting.

October 2026 Topic: Interviewing

Based on the Video: Looking for a Job a 50? Prepare to Answer These 5 Interview Questions! Lou Reyes @Over50tv

<https://www.youtube.com/watch?v=QspCrO6e79E>

1. Can you tell us about your extensive experience in this field and how it aligns with the requirements of the position?

2. How have you kept your skills up to date in this rapidly changing industry?

3. This role may involve working with individuals from diverse backgrounds and age groups. How do you approach collaboration and communication in such environments?

4. What motivated you to apply for this position, and what aspects of it particularly appeal to you?

5. How do envision leveraging your experience and your expertise to drive the success of our business?

3 Interview Answers You Should Prepare in Advance

1. Tell me about yourself.

Avoid personal details about your life or family, such as things that might reveal your age, such as stories about grandkids or references to when you graduated from school. Focus on your work experience and why it's relevant to the job. This is a great time to describe the training you have done in SCSEP and the skills you have learned that match the skills listed in the job posting.

2. What is your greatest strength?

Talking about yourself is hard. Have an answer prepared beforehand by knowing what skills are listed in the job posting and talking about one of those. Be sure to use an example of how you have used this strength.

“Thanks to my SCSEP training as an office clerk, I have gained excellent communication skills. I was able to effectively and accurately take messages for the staff. I was also responsible for creating weekly emails for staff members on the upcoming calendar. I have also completed a course on effective communication from GetSetUp.”

3. What is your greatest weakness?

Always reframe weaknesses as a challenge. In your answer, tell the interviewer exactly how you are working to overcome this challenge.

"I find public speaking intimidating and have often struggled with presentations. As a result, I am currently taking a public speaking course at a community college to become more confident and learn to structure a speech more effectively."
