

**Location**  
10270 Old Columbia Rd., Suite 100,  
Columbia, MD 21046  
410-381-8660 \* FAX 410-381-1558  
[www.mdworks.com](http://www.mdworks.com)



**3 Easy Ways to Register!**  
\*Fax: 410-381-1558  
\* E-mail: [registration@mdworks.com](mailto:registration@mdworks.com)  
\*Mail to: Maryland Works, Inc.  
10270 Old Columbia Rd, Suite 100  
Columbia, MD 21046-1854

## Helping Your Job Seeker Interview with Confidence

**Wednesday, June 12, 2019**

**9:00 a.m. – 12:00 noon**

Registration begins at 8:30 a.m.

Today's interviews are tougher than ever with employers drawing upon more rigorous techniques to ensure they choose the best candidate for the role. Assessment Centers, Panel Interviews and Situational Interviewing are commonplace and often highly daunting for applicants. So how can you prepare your client for these contemporary interview forums and have your client enter the interview process with confidence?

**Please join us for this interactive training where attendees will learn:**

- How to prepare for an interview
- The 7 most common types of interviews
- The most common interview questions and how to answer them effectively
- How to turn negative history into positives
- Effective follow up questions to ask
- Questions that are illegal for an interviewer to ask
- How to follow up after the interview

**Speaker:** **Tracy Wade** is a coach, facilitator, business owner and staffing industry expert. He has a passion for helping individuals improve their employment outlook. His mission is to positively impact the lives of people by providing the most effective and efficient career search resources. Tracy has helped hundreds of people find their career path, while serving in leadership roles for some of the world's largest employment agencies. Tracy has partnered with many commercial and nonprofit organizations to provide workforce related workshops. Tracy is a graduate of the University of Maryland.

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_/\_\_\_\_/\_\_\_\_ Fax \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ **Member @ \$60.00** (\$55.00 for each additional attendee from the same agency)  
\_\_\_\_ **Non-Member @ 90.00**

**Method of payment** \_\_\_\_ **Visa** \_\_\_\_ **Mastercard** \_\_\_\_ **Check** enclosed (payable to Maryland Works, Inc)

Card number \_\_\_\_\_ Exp \_\_\_\_\_ CSC Code \_\_\_\_\_ (3 digit code on back of CC)

Name as it appears on the card \_\_\_\_\_

Signature \_\_\_\_\_ E-Mail \_\_\_\_\_

Credit Card Receipt will be e-mailed

Billing Address Associated with Credit Card \_\_\_\_\_

**ADA Accommodations** (please specify) \_\_\_\_\_ **Deadline for special needs is two weeks prior to program date**

**48 Hour cancellation notice for refund. Not deductible as a charitable contribution, may be deducted as a business expense.**