

CAREER INTERVIEW INSTRUCTIONS

The purpose of the interview is to allow you to take an in-depth look at a career that you are interested in pursuing and learning about. Many people hope to reach a particular goal, but they do not know what it really takes to get there... now is your chance to find out! You will need to interview your career adviser or someone else in your career field and then write a 3 – 5 page paper about your interview and what you learned from this exercise. Review the grading rubric carefully to make sure you've covered all your bases well and check your syllabus for the due date.

THE INTERVIEW:

1. If your career adviser is not available, you may interview anyone in your field of interest with your teacher's approval. If you need assistance selecting a person to interview, ask suggestions. Community and university phone directories are very helpful. Not having a career advisor is NOT an excuse for turning this assignment in late!
2. You may conduct an interview either in person or on the phone. The suggested method is in person and at that person's worksite. E-mail or online interviews are NOT acceptable!
3. Interviews must focus on a particular career within your field of interest. This should not be a paper just about a person, but about the career and all aspects of that career.
4. You should ask questions that pertain to your field of interest following the guidelines on the other side of this sheet. Take detailed notes or consider recording your interview (with the subject's permission, of course!)

THE PAPER:

1. The paper should be between 3 – 5 pages (doubled spaced), 12 point Times New Roman font, with 1" margins all around.
2. The paper should include a cover page with your name, the title of your paper, and the name, company/organization name, position, address, phone number, and email address of the person you interviewed. We must be able to contact your interviewee if needed!
3. You may include part of your actual interview in your paper, but the entire paper should not consist of this dialogue only. You need to summarize the interview in your own words, adding your own thoughts to the summary. You do not have to go through the questions in order; they can be arranged however you wish.
4. The best papers are ones that are personally interesting to you. Try to include aspects of the person you interviewed that are important to you and your career choice, and discuss what you found intriguing (or not intriguing) about the career!
5. Before you hand in your paper, you should (carefully) note the location of each answer by writing or typing a small number in the appropriate place and highlighting it. See your teacher if you have questions about this process.