

Career Investigation

Directions:

For this project, you will conduct a personal interview with a professional in a career field of your interest.

1. Choose a professional, contact him or her and arrange for a 30-minute interview.
2. Develop five questions to ask in addition to the five listed below.
3. Conduct the interview. Be professional. Be aware: you will ask the interviewee to critique your performance and professionalism following the interview. You may want to look at the following page to find out what aspects will be critiqued.
4. After finishing the interview, ask the professional to critique your performance by filling out the next page. Have the professional seal the page in an envelope without you viewing it. Do NOT open the envelope. Turn it in with the list of interview questions.
5. Create a ten slide Microsoft® PowerPoint® presentation describing what you learned from the interview. You will give the presentation to the class.

Interview Questions:

1. Can you tell me about the types of tasks you are responsible for on a day-to-day basis?
2. What do you enjoy most about your career?
3. What is most challenging about your career?
4. What are some skills and personality traits necessary to perform your job?
5. What are some misconceptions about your career?
- 6.
- 7.
- 8.
- 9.
- 10.

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Critique

Thank you so much for participating in this interview with me. Please take a few minutes to critique my performance and professionalism by answering the following questions. After answering, please place this sheet in an envelope and seal it.

Name:

Occupation:

1. How appropriately did I dress?

1	2	3	4	5
Not at all				Very much so

2. How polite, gracious and considerate was I?

1	2	3	4	5
Not at all				Very much so

3. How meaningful and relevant were the questions I asked?

1	2	3	4	5
Not at all				Very much so

4. How well did I listen and express interest in your responses?

1	2	3	4	5
Not at all				Very much so

5. Did I express thanks?

1	2	3	4	5
Not at all				Very much so

6. Do you have any advice or tips for me?