**Career Research Interview Evaluation Task**

Student Name:

**INTERVIEW**

Think about the educational and career pathway you are planning to research for your culminating activity. This interview project will be an opportunity for you to learn first-hand from someone who has worked or is currently working in an occupation you want to know more about. If you cannot locate someone in an occupation for your culminating topic, then interview someone who is working in another profession, trade, or full-time position.

If possible, conduct the interview in person. Otherwise, do it on the telephone or electronically. Use the questions from the handout to learn about the person's educational and career experiences. There are ten questions to ask, and you are to come up with two additional questions/comments for the interview. The information gathered in this interview may be used as one of the research materials for the culminating activity.

**INTERVIEW TECHNIQUES**

* Make arrangements for the interview well in advance. Everyone is busy these days and you must respect the person's time. Be prepared with your questions.
* Be polite and attentive when asking these questions of the person you are interviewing. Take notes during the interview. Do not use a recording device unless the person you are interviewing grants permission for you to do so.
* If you are conducting an electronic interview, provide the numbered questions in the email message. On the telephone, be patient as you listen carefully for the responses.
* Also, it is courteous to thank the person for his or her time and interest in your project by writing a thank-you card or sending an email message. Remark on one or two things you learned during the interview. **Provide evidence of this follow-up to your teacher.**

**YOUR RESPONSE**

* After your interview is complete, you will word process your questions and **answers in 3rd person perspective (he/she said).** Write enough to provide a meaningful response to each question. If the person has not given a thorough answer, you may include what you think about his or her response or compare his or her experience to one in your life as it relates to that question.
* Format your responses by writing the answers immediately below each question. You should distinguish between the question and answer in some way (e.g., boldface, italics, spacing).
* You will write a **half page** reflection on the interview. This should include:
* What new information you gained during the interview process/what previously known information was confirmed during your interview?
* Explain in detail whether the interview peaked your interest in this job or if it made you think it isn’t the job for you.

**EVALUATION**

See Handout for the value of this assignment.

|  |  |
| --- | --- |
| As a teenager, what did you think your career/job would be as an adult? |  |
| What was your first paid work experience?  Was it during high school or afterward? How many hours a week did you work? What did you get paid? |  |
| What *three* things did you learn from that job? Did these experiences help shape your career and current job? |  |
| As you continued on your educational and career path, did you have a mentor who inspired you to approach the working world in a certain way? Please explain. |  |
| Can you please provide a brief description of your current job position and your employer? Did you ever expect to be working in this job? |  |
| How many jobs have you had before this one? What were they and how did these experiences prepare you for your current job? |  |
| Did you need any specific education or training in order to qualify for your current job? If so, what was it? If not, what skills or education do you wish you had? How did you get that education and training? |  |
| What do you enjoy most about your work and what do you find most challenging? |  |
| If you could give one piece of specific advice to high school students about  planning their careers, what would it be? |  |
| What would you have done differently in high school, knowing what you now know about careers and work experience? |  |
| Other Question/Comment: |  |
| Other Question/Comment: |  |

**CAREERS RESEARCH INTERVIEW QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| **Knowledge  and  Understanding** (through use of terminology, vocabulary and information) | Demonstrates limited understanding of content. | Demonstrates some understanding of content. | Demonstrates considerable understanding of content. | Demonstrates thorough knowledge of content. |
| **Thinking and Inquiry**  (quality/thoroughness of questions, reflecting on and analysis of info) | Uses planning skills with limited effectiveness  Uses processing skills with limited effectiveness | Uses planning skills with a some effectiveness  Uses processing skills with some effectiveness | Uses planning skills with considerable effectiveness  Uses processing skills with considerable effectiveness | Uses planning skills with a high degree of effectiveness  Uses processing skills with a high degree of effectiveness |
| **Communication**  (answers/opinions expressed are clear, organized, spelling, grammar, sentence use) | Expresses and organizes info. with limited effectiveness  Poor use of conventions. | Expresses and organizes info. with some effectiveness  Fair use of conventions. | Expresses and organizes info. with considerable effectiveness  Good use of conventions. | Expresses and organizes info. with a high degree of effectiveness  Excellent use of conventions. |
| **Application**  (all items are complete, thorough, makes connections) | Work is not very thorough, incomplete, with limited connections to life/work/school. | Work is somewhat thorough, mostly complete, with some connections to life/ work/school. | Work is mostly thorough, mostly complete, with connections made to life/work/school. | All work is extremely thorough, complete with excellent connections to life/work/school. |

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Careers Interview and Reflection