

Interview Extra Credit Assignment

1. This assignment will replace any daily grade for this six weeks.
2. You must interview and expert in a field that interests you as a possible career choice.
3. You must prepare and ask a minimum of 15 questions dealing with the career. You might want to cover things like the education or training needed, duties of the job etc. These questions must be grammatically correct. Ask a variety of open and closed questions.
4. You must call and set up the interview on your own time. You must complete the interview by Friday, December 16.
 - A. When you call, be sure to introduce yourself and explain why you are calling.
 - B. Be very polite and courteous.
 - C. Be prepared to have list of different dates and times that you might be able to do the interview.
 - D. If you are rejected for an interview, don't take it personally. Simply thank the caller for their time and try someone else.
5. You must complete the interview by Friday, December 16.
 - A. Be on time. Preferably 10 minutes early.
 - B. Knock on the door if entering a closed office.
 - C. Introduce yourself to the interviewee and shake their hand.
 - D. Do not sit until you are asked.
 - E. Dress should be appropriate.
 - 1.) Girls should wear slacks or skirt and a nice shirt/blouse.
 - 2.) Guys should wear slacks and a dress shirt.
 - 3.) Be neat and tidy - shirt tucked in, clothes ironed, hair combed etc.
 - 4.) No excessive make up or jewelry.
 - F. Go alone unless your parent(s) accompany you.
 - G. Take interest in your interviewee's responses and record them on paper. Be genuine and sincere. If you plan to tape record the interview in addition to taking notes, ALWAYS ask permission first.
 - H. Conclude the interview with thanks and appreciation. "Thank you for taking the time to talk with me. This information will be helpful for my speech class." OR "Thank you for your time. I have really learned a great deal about teaching." Shake hands with the person when leaving. SMILE.
6. Your interviewee must sign the included form for you to get credit for the interview.
7. After the interview, you will rewrite your notes (or preferably type them) and turn in your questions along with their answers.
8. You must turn in your original notes taken during the interview, the rewritten or typed notes, your questions, and the signed form in order to get credit for this assignment.

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Name _____

Career Choice: _____

Interview with _____ of
(name of person interviewed)

_____ on _____
(name of business) (date)

(Signature of interviewee)