



EMPLOYER INTERVIEW

Name: _____ Grade: _____

Guidelines and Checklist

Career Pathway: (select one)

- Agriculture Education and Science
- Business and Marketing
- Health Science
- Human Services
- Skilled and Technical Science
- STEM

Post-Secondary Plan: (select one)

- 4-Year
- 2-Year / Technical
- Military
- Apprenticeship / Workforce

Portfolio Requirement:

Students are to complete either TWO Employer Interviews or ONE Job Shadow (please Job Shadow packets for details). Listed below are the Employer Interview preparation requirements. Students will complete the documentation and keep this in their portfolio.

Interview #1	Interview #2
<input type="checkbox"/> Making the contact <ul style="list-style-type: none"> <input type="checkbox"/> Contact Log <input type="checkbox"/> Arranging Interview #1 <input type="checkbox"/> Advisor Authorization (<i>signature required prior to interview</i>) 	<input type="checkbox"/> Making the contact <ul style="list-style-type: none"> <input type="checkbox"/> Contact Log <input type="checkbox"/> Arranging Interview #2 <input type="checkbox"/> Advisor Authorization (<i>signature required prior to interview</i>)
<input type="checkbox"/> Employer Interview <ul style="list-style-type: none"> <input type="checkbox"/> Interview Questions <input type="checkbox"/> Discussion <input type="checkbox"/> Evidence 	<input type="checkbox"/> Employer Interview <ul style="list-style-type: none"> <input type="checkbox"/> Interview Questions <input type="checkbox"/> Discussion <input type="checkbox"/> Evidence
<input type="checkbox"/> After the Interview <ul style="list-style-type: none"> <input type="checkbox"/> Reflection 	<input type="checkbox"/> After the Interview <ul style="list-style-type: none"> <input type="checkbox"/> Reflection
<input type="checkbox"/> Conclusion <ul style="list-style-type: none"> <input type="checkbox"/> Thank you letter <input type="checkbox"/> Signatures 	<input type="checkbox"/> Conclusion <ul style="list-style-type: none"> <input type="checkbox"/> Thank you letter <input type="checkbox"/> Signatures

Making the Contact -

Before you call:

- Make sure you know the full name of the person you are contacting. You do not want to ask for the manager/owner unless there is absolutely no way of determining the name.
- Call at a convenient time. For example, if their busiest time of the day is 3 to 5pm, call in the morning or at least 2 hours before their busiest time of day.
- If the person is not available, ask the person on the phone when would be a better time to call or if they would take a message with your name and phone number so that your call can be returned.
- Remember, you are asking to watch them work at their job. They are doing this to help you, not themselves.

Contact Log

Complete the Contact Log below to assist you in acquiring your Interview. You may need to call repeatedly, log all communications below:

	Interview #1	Interview #2
Date/Time 10/2/17 @ 4pm		
Person/Place Sarah O'Connor, Owner of Cutting Edge Salon and Spa		
Method of Contact Called: (253)555-4533 Emailed: oconnor@cuttingedge.com ; talked to in person		
Outcome Left a message; not able to complete interview; YES! To interview set for 2/3 at 5:30pm; said to call back before 3pm on Tuesday.		

Introduce yourself, your school and your purpose for calling. Remember the purpose of this call is to arrange a career interest observation, not to communicate a school requirement. *Sample Script:*

Hello, is _____ available?

My name is _____. I am a student at _____ and I am interested in _____

(field/career) because _____ (skills, talents, interest I possess). I would like to learn more about requirements, education, and other aspects of your profession.

Is there an opportunity available with you or a colleague for an interview?

If the answer is **NO**, ask:

Do you know of anyone in your field that may be willing to assist me in this project?

Name _____ Contact Number _____

If the answer is **YES**, thank them and then let them know during the observation you would like to:

- Spend time interviewing a set of questions on the requirements for the career as well as skills needed
- Collect an artifact and picture documenting the visit

Repeat this information to them to assure you have the correct information and spelling for everything

Arranging Interview #1	Arranging Interview #2
Place of the interview _____	Place of the interview _____
Address _____ _____	Address _____ _____
City _____	City _____
Phone () _____	Phone () _____
Email _____	Email _____
Name of the adult(s) being interviewed and their title(s) _____ _____	Name of the adult(s) being interviewed and their title(s) _____ _____
Date of Interview _____	Date of Interview _____
Time: Arrival _____	Time: Arrival _____
I have reviewed student's job shadow arrangements.	I have reviewed student's job shadow arrangements.
Advisor Signature _____	Advisor Signature _____
Date _____	Date _____

Interview Questions

	Interview #1	Interview #2
What are your job responsibilities?		
How would you describe a typical day in your job?		
In what ways are the following work habits important for this job? <ul style="list-style-type: none"> • Customer service • Being accurate • Participating as a team member • Working independently • Being on time and having good attendance 		
What is one personality trait that is important to this job?		
What technology is used and how has your job changed due to new technologies?		
How do you think this job will change in the next five years? Ten years?		
What is the job outlook?		

What are the education requirements for this job?		
Are there any additional skills or training necessary for this job?		
What advancement is possible in your job?		
What is an entry-level wage for this job?		
What types of benefits are offered (healthcare, vacation, etc.)?		
What do you like most about your work day?		
If you could change something about your work, what would it be and why?		
What advice would you give to a high school student interested in this profession? What activities, clubs, experience, and jobs would you recommend		

Discussion

How are each of these skills a part of your career? For each skill, find out how each of these skills are a part (or not part) of this career.

EXAMPLE:

Organizing – construction foreman coordinates delivery of concrete and other supplies

SKILLS	INTERVIEW #1	INTERVIEW #2
Organizing		
Planning		
Making decisions		
Thinking creatively		
Analyzing problems		
Reading		
Writing		
Math		
Science		
Art		
Technology		
Speaking		
Listening		
Cooperating with others		
Customer service		
Physical demands		
Safety consciousness		

Additional information:

INTERVIEW #1	INTERVIEW #2

Evidence

(to be completed by student)



Artifact:

Students need to collect one artifact. Examples include, but are not limited to:

- Picture (you and your host, the business sign)
- Work product
- Business card
- Brochure
- Handout
- Letter from host

The artifact should be attached to following page. Include a caption for each.

EVIDENCE	INTERVIEW #1	INTERVIEW #2
Artifact		
Artifact Caption		

After the Interview -

Reflection

QUESTIONS	INTERVIEW #1	INTERVIEW #2
<p>Using complete sentences and your best handwriting, explain three experiences from your interview.</p>		
<p>List 3 skills you feel are most important to this job and why.</p>		
<p>Explain why you would or would not like this job. Provide two examples to support your decision.</p>		

Conclusion –

Interview #1	Interview #2
<p><input type="checkbox"/> Thank you letter or card</p> <ul style="list-style-type: none"><input type="checkbox"/> Written and signed<input type="checkbox"/> Given to advisor<input type="checkbox"/> Properly addressed<input type="checkbox"/> Stamped envelope<input type="checkbox"/> Not sealed <p>Student Signature: _____</p> <p>Date: _____</p> <p>Advisor Signature: _____</p> <p>Date: _____</p>	<p><input type="checkbox"/> Thank you letter or card</p> <ul style="list-style-type: none"><input type="checkbox"/> Written and signed<input type="checkbox"/> Given to advisor<input type="checkbox"/> Properly addressed<input type="checkbox"/> Stamped envelope<input type="checkbox"/> Not sealed <p>Student Signature: _____</p> <p>Date: _____</p> <p>Advisor Signature: _____</p> <p>Date: _____</p>