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

**Employability Skills Area: Ethics and Professionalism**

**Assignment Name: Been There, Done That**

(This form will act as a guide for a career interview.)

**Name of person being interviewed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Their Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Business:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use the following questions to help guide your interview.

Following the interview, you should compile the questions and answers into a one-page **report format** using complete sentences. Be sure to include contact information somewhere in your report or on a cover page.

1. What is your typical day like?
2. Of all the things you did to prepare for this job, what helped you the most?
3. What two or three skills help you the most in doing your job?
4. How did you learn these skills?
5. What kind of education did you need for this job?
6. What kind of courses should I take in high school to prepare me for this job?
7. What kind of education will I need after high school?
8. What do you like most about this career?
9. What is the most difficult part of your job?
10. What do you think the future looks like for this kind of career?
11. What kind of starting salary could I expect to earn?
12. If you had a chance to do things over again, what would you change?
13. What motivates you with your job? What makes you feel real excited about it?
14. What kind of personality does well in a career like this?
15. Is there a question you think I should have asked in order to better understand this career?
16. Is there any other advice you would like to give me?

Be sure to thank them for their time. It is also a good idea to write them a thank you note and send it by regular mail or by email. If things went well and you are interested in this line of work, ask if they would allow you to shadow them for a day on the job.