Career Interview

Students will learn more about careers in which they are interested through a variety of activities, including a career related informational interview.

- Students are expected to show a clear relationship between a potential career interest and the person that they will interview.
- Each student will write a reflection following the activity. (Questions appear below)
- A signature and date from the business representative are required.

Requirements:

Reflective Questions

Students will answer the following questions in a typed paper.

1. What have you learned about yourself because of this experience?
2. What have you learned about the career that you did not know before?
3. What changes will you make to your future educational or training plan?

Forms

Students will need complete the following forms and turn them into their portfolio:

- Job Shadow or Career Interview Prior Approval Form
- Job Shadow Observation Form OR Career Interview Form
- Job Shadow or Career Interview Verification Form
Verification Form
Career Interview

Upon completion of an on-site visit or interview

Representative will complete the following documentation:

☐ I authorize the St. John-Endicott School District to accept this document as verification of successful completion of a job shadow/career interview. The signature below authorizes this document. A St. John-Endicott High School staff member who witnessed the completion of this requirement may complete and sign this form.

Name:

Business/Company:

Hours Completed:

Signature: ________________________________ Date: ________________
Career Interview Form
This is a Two-Part Form

Expectations of St. John-Endicott High School student:

• Confirm your appointment the day before your visit by calling
• Bring/have your own pen and this form to record responses
• Arrive on-time
• Speak clearly, make eye contact, and listen thoroughly
• Face-to-face interviews are highly preferred, but if you are conducting a phone interview, call at least one day in advance to schedule an appointment and then call at the exact time that was set
• Communicate that the interview should take approximately 45 minutes

Name of Interviewee:________________________________________ Date/Time:_________________

Possible Interview Questions:
1. What is your job title?

2. What are your primary responsibilities?

3. What does a typical day entail?

4. What education or training is required for your position?

5. What personal qualities must a person in your position possess?

6. Please describe the environment in which you work (indoors/outdoors, noise level, temperature, equipment, hazards, work area, etc.)
7. What impact does the job have on local and global communities?

8. What kinds of additional training, college degrees, or information do you need to stay up-to-date and perform your job effectively?

9. How do you think your job will change over the next 10 years?

10. What kinds of diversity exist in your workforce? (Gender, age, ethnicity, etc.)

11. Select three skills from the list below and ask how they relate to the job. Record your responses.

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