**CompE294**

**Robinson/Parrish Interview Report**

**Because of a recent increase in people faking interviews, I am requiring that the person you interview sends me a confirmation from their work email that they have interviewed with you. You must also submit it to turnitin. You should interview someone with a minimum of 3 years experience. Please do not interview immediate family members (husband, wife, mother, father or siblings).**

**Please print out the check list in Files>Assignments>Interview Assignment**

**and check off each item. Then attach it to your paper before you hand it in. I need both a hard copy AND a soft copy to turnitin.**

This assignment provides the opportunity for you to obtain information that will

be helpful to you in your career. First, you will need to decide on the purpose of the interview. **THIS IS NOT A JOB** **INTERVIEW.** It is an interview to obtain information about your chosen profession and/or project. Don’t forget you are **interviewing a person!** It is polite to inquire about their personal experiences in industry and that specific job.

**PURPOSE OF INTERVIEW.**

**If you have not worked in your field** your purpose may be to

obtain information about your field from a working professional.

You might seek information about what it is like to work in the field,

what qualifications are most important, etc. If you are not sure who you should interview, ask your advisor for suggestions.

**If you are experienced in your field** and you already know what the job entails

on a daily basis, then you will need to find a purpose which will be helpful to you.

This might be information about moving into management, exploring another area of your field, or seeking information about something specific in your organization or your company. This could include information for your project.

### INTERVIEW QUESTIONS

Once you have decided on the purpose of your informational interview, you will need to develop a list of questions to elicit the information you are seeking.

Some of the areas you might include are training and preparation, daily activities, outlook of the field, best and worst features of the job, most helpful college courses, salaries, importance of experience, opportunities for advancement, etc.

**You will need to plan your questions to meet your stated purpose**. In addition to the questions you develop, **THE FOLLOWING QUESTIONS ARE REQUIRED:**

How long have you worked at this company and where else have you worked previously?

What kind of writing and how much writing are required on the job?

How important are oral communication skills as compared to written?

How much time is spent working in teams and what skills are needed to work in a team?

How does the company value independent thinking and leadership skills?

**Content and Organization of the Interview Report**

Title Page

# Introduction

# Body

Conclusion

The *title page* should have a specific title identifying the report as an interview

including the name, title, and place of employment of the interviewee.

The title page should include your name, course number, class time, and date.

The text of the report should be approximately 3 to 5 pages, double-spaced. It should be well *organized* with an introduction, body, and conclusion.

The *introduction* should include the purpose of your interview and why you decided on this purpose. Include the name, title, and place of employment of the

interviewee. Let the reader know when and where the interview took place.

The *body* can be in either paragraph or question answer format. Try to organize the information by topic.

The *conclusion* should briefly summarize the main points of the interview.

Also include your comments about the interview. For example, what

was most helpful to you? Did you obtain any information which you

can use in your career or in career planning?