Date: 30 August 2016

To: Mgmt 333 Students

From: Dr. Vlajcic

**Subject: Instructions for Interview Paper**

Here are the instructions for your first paper, a one-page report based on an interview with a manager in your chosen profession. The paper should be in memo format. It will be due Monday, 3 October, and will be worth 50 points.

For this paper please find someone who is in a management position in your chosen field, and arrange to interview them about their organization and the kinds of decisions they have to make. The purpose is to give you a sense of what your chosen profession is like and how its managers operate; I hope too that you will meet someone who may assist you later in your job search after graduation. You can conduct the interview in person, over the phone, or even by e-mail; the important thing is to arrange the interview at your subject’s convenience. Remember, these are busy people, so be respectful and make a positive impression. Call ahead and make an appointment—and then be ready at the appointed time. Also, do some homework ahead of time: learn as much as you can about your subject’s organization.

Please find someone who is currently *working* in your field, not a professor. The goal is to help you connect with someone who is actually *doing* the kind of work you have in mind and is making management-level decisions. Ideally, this might be someone who could help you enter your profession. Consider this: you might be interviewing your future boss!

After the interview, write a one-page summary of what you learned. In the first paragraph, identify the person you spoke to (name and title) and briefly describe their organization’s mission. Then summarize their answers to your questions; you can directly quote your subject or paraphrase their words. I can suggest some questions, but first I’d like you to do some brainstorming and make up a list of questions *you* would like to ask. Please bring your list to next Wednesday’s class (7 September), when we will do some further brainstorming together.

Of course, the paper should be clear, accurate, and concise. Be sure to check your grammar, spelling, punctuation, and format. After you’ve revised and corrected it as necessary, bring a copy to class to turn in on Monday, 3 October.

Reminder: Please bring these directions to class Wednesday, 7 September, along with your list of some tentative questions you might ask in your interview.