

# 9 Key Interview Questionnaire Worksheet

Here are some tips to help you with the interview:

- 1<sup>st</sup> - Enter the company and job shadow profile information as you prepare for your shadow day, then ask your mentor if it is correct;
- 2<sup>nd</sup> - If your job shadow mentor is ok with this, tape record your interview. It's helpful to listen to your discussion when you are writing the report. You can also record notes on this worksheet during your discussion as you tape record;
- 3<sup>rd</sup> - As soon as you can, type your notes into the "9 Key Questions REPRORT Template" document and save. This becomes your first rough draft of the interview that will become your career profile write-up.

If you need more space for your notes for each question, use the back side of each page.

## COMPANY PROFILE:

<b>Company Name:</b>	
<b>Location:</b>	(Address, City, State)
<b>Contact Name:</b> <b>Title:</b> <b>Phone #:</b> <b>Email:</b>	(If different than your job shadow)

## JOB SHADOW PROFILE:

<b>Your job shadow's name:</b>	
<b>Job Title:</b>	
1. What are your current job responsibilities?	

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2. *Please describe what a typical day or week would be for your job?*

3. *How has your education and other kinds of learning (classes, on the job) prepared you for this job?*

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4. *Why did you choose the field you are in now?*

5. *Describe the types of technology that you work with to accomplish your job?*

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<p>6. <i>What advice would you give to students exploring a career in your industry and your field?</i></p>	
<p>7. <i>What has been the most challenging for you in this role?</i></p>	

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<p>8. <i>What do you predict about the future of your industry 1 year from now?</i></p> <p><i>5 years from now?</i></p>	
<p>9. <i>Where do you see yourself in 3 to 5 years?</i></p>	

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Ask your job shadow mentor if their company has produced any videos about their products, services, or commercials, technology informational videos, etc.

The company might also have video materials that are publically available (e.g. You Tube) from the internet. If you are not sure if the videos related to the company, please ask your job shadow mentor, or send an email to [info@careerme.org](mailto:info@careerme.org) for more information.

### Videos:

<b>File or URL:</b>	
<b>File or URL:</b>	
<b>File or URL:</b>	