

## Muncy High School: 10<sup>th</sup> Grade Career Readiness Experience

In fulfillment of your graduation requirements, you must complete a career readiness experience during your sophomore year which consists of interviewing a professional in a career that you find interesting. This packet explains the required components for the experience.

### Expectations

#### Identify:

- Identify a career that genuinely interests you. The best experiences generally happen when you identify a career that you are seriously considering.
- Identify a person currently working in this field who you would like to interview. You may already know this person and have a relationship with him or her; however, more often than not, it may be someone who you don't know at all. Ask your parents for help if you don't know who to contact. If you are really stuck, ask your guidance counselor to help you.

#### Plan:

- Make a phone or email contact with the person in a career that interests you to set up an interview.
- Don't wait until the last minute. Once you have identified a person of interest, you may need to be persistent (especially if you don't know the person well).
- Determine a date and time for the interview that will work best for the person you have identified. You must try to accommodate his/her schedule; however, it must fall within the dates established by your teacher.
- Fill out the "Interview Planning form" when you contact the person of interest. Be sure to get the person's business email address.
- Determine if your person prefers an in-person interview or phone interview.
  - If you arrange an in-person interview, it should happen at his/her place of business. You may not go to his/her home or another location. You will have an excused absence from school if you turn in the excuse/transportation form. Your parent/guardian should wait for you while you conduct the interview.
  - For in-person interviews: If you miss class to complete your interview, notify the appropriate teachers before your class absence. Remember that you are responsible for missed work.
  - If you arrange a phone interview, you should plan to complete it from home during non-school hours when a parent or guardian is present.
- **Your teacher will provide you with the important dates for this project. You will have to make the arrangements for your interview a few weeks prior to the date you plan on conducting the interview. You will have a window of dates in which you may complete the interview.**

#### Prepare:

- Email a confirmation of the date, time, and type of interview to the person one week before the interview.
- Print a copy of the sent email confirmation to turn in for a grade in English 10.
- Before your interview, review the questions you will be asking during the interview. You are required to add three (3) questions of your own to the interview.
- Purchase a thank you note that you will mail after the interview. Include a stamp on the envelope.

### **Interview:**

- You are conducting a professional interview so that means you will control the tone of the interview.
  - For in-person interviews, dress appropriately for the interview. Show up 15 minutes early. Shake hands and politely introduce yourself. Plan on being there for at least an hour. You will be responsible for your own transportation to and from the interview.
  - For phone interviews, find a quiet environment to conduct the interview. Let other people in the house know so that they don't interrupt you. Make sure you have a correct phone number since you will be initiating the call. You may use a speaker phone since you will be recording responses, but make sure you don't move around much during the interview to cut down on extraneous noise.
- For all interviews, speak clearly and professionally. Be confident and make a good impression. Try for good eye contact. Act like you are sincerely interested in the conversation.
- Record responses quickly. Immediately after the interview, review your responses. Add on to them and make sure you have complete sentences.
- Be sure to thank the person you interview.
- Have a parent sign the interview when you have it completed.

### **Follow-up:**

- You will need to return the completed interview form to your English teacher as documentation. Your answers must be in complete sentences for the interview & will count as a grade in English 10.
- In class, you will type a three-paragraph, informative summary of your interview on your chromebook. The first paragraph will provide the biographical information of the person interviewed; the second paragraph will summarize what you learned during your interview about the job; the third paragraph will offer reflection and evaluation on the career.
- In class, write a thank you note in the card you purchased. It should be handwritten in ink. Your English teacher will check it before you mail it to the person you interviewed (student responsible for postage).

Student Name:

Class Pd.

Muncy High School

Interview Form

I. Biography

- a. What is his/her name, title, business?
- b. What is his/her educational background, including training/qualifications?
- c. How long has he/she worked this job?
- d. Why did he/she choose this type of work?
- e. How does he/she describe the work environment/culture?

II. Professional Responsibilities

- a. Specifically what tasks does he/she frequently encounter?
- b. What is a typical day/week like?
- c. Approximate number of hours per week?
- d. How is performance reviewed or rated at this job?
- e. What current goals or projects is he/she working on?

### III. Benefits

- a. What is the average income?
- b. What are the fringe benefits of the job?
- c. What are some surprising advantages to the job?
- d. What opportunities for growth exist?
- e. What does he/she like the best about this job?

### IV. Challenges

- a. What was the hardest thing to learn about the job?
- b. What is the company policy about being late or absent from work?
- c. What were some unforeseen disadvantages of this job?
- d. What could prevent a person from excelling at this job?
- e. Why might a person choose to leave this line of work?

V. Evaluation

- a. Overall, does this person enjoy his/her job? Why or why not?
  
  
  
  
  
  
  
  
  
  
- b. What are some common misconceptions about this career (both positive and negative)?
  
  
  
  
  
  
  
  
  
  
- c. What types of personality traits are necessary to be successful at this job?
  
  
  
  
  
  
  
  
  
  
- d. What advice do you offer to someone interested in this type of job?

VI. My questions to ask:

- a.
  
  
  
  
  
  
  
  
  
  
- b.
  
  
  
  
  
  
  
  
  
  
- c.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Muncy High School

**Interview planning form**

Student Name  
(last, first): \_\_\_\_\_

Name of person to be interviewed: \_\_\_\_\_

Title and place of employment: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Business Mailing  
Address: \_\_\_\_\_

Preferred Meeting Type (circle one):    In-person interview                      Phone interview

Preferred Meeting Date & Time:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Excuse and Transportation Notice: In-person Interviews only

Student Name (Last, First): \_\_\_\_\_

Location of Interview: \_\_\_\_\_

Contact Person Name & Phone Number: \_\_\_\_\_

Date you will be interview (Day of the week, Month, Day, Year): \_\_\_\_\_

Interview will begin at this time: \_\_\_\_\_

Will student be absent the entire day from school to complete interview?

(circle one)    yes                    no

If no, what time will the student need to be dismissed from school: \_\_\_\_\_

I understand that the Muncy School District is not providing transportation to the activity listed above and I am responsible for arranging transportation.

As parent/legal guardian, I hereby authorize and give permission for my son/daughter, \_\_\_\_\_, to drive himself/herself or to ride as a passenger in a vehicle driven by another student, parent, or volunteer.

I fully understand that Muncy School District is in no way responsible, nor does the Muncy School District assume liability for injuries or losses resulting from this transportation. Although the District may assist in coordinating the transportation and/or recommend travel time, routes, or caravanning to or from this event, I fully understand that such recommendations are not mandatory.

\_\_\_\_\_  
Parent/Guardian(s) Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**RETURN THIS COMPLETED PERMISSION SLIP TO YOUR TEACHER**