

## Career Consultation/Interview

**Directions:** Network to find a person in your career area of interest per your Individual Graduation Plan. Feel free to take them a Job Shadow Form to be signed with you to the interview if interested in shadowing this person in February. **Please choose a professional who is NOT:**

1. A parent or relative
2. Your Mentor/Supervisor
3. Someone working outside the field you indicated on your Individual Graduation Plan-  
**SEEM ME FOR APPROVAL**

Please note that the person whom you choose must be someone who can provide you business card or send an email to Ms. Boyer from a **professional and not personal** email account at [sboyer@cartersvilleschools.org](mailto:sboyer@cartersvilleschools.org) to indicate that you met with them. They will need to list 1. Your name, 2. Date and time that you met, 3. A contact phone number.

### “Network” to find a source to interview. What is business networking?

**Networking** is a [socioeconomic business](#) activity by which [businesspeople](#) and [entrepreneurs](#) meet to form business relationships and to recognize, create, or act upon [business opportunities](#),<sup>[1]</sup> share information and seek potential partners for ventures.

1. Re-visit your IGP to determine what your career goal is
2. Make a list of anyone who falls under the guidelines whom you have heard about does this job. Remember, your goals came from somewhere. Who do you know or have heard about, who is currently in the profession?
  - This may even be your long lost 3<sup>rd</sup> grade best friend’s mom whom you no longer talk to. Get creative.
  - Ask your parents or relative for contacts.
  - Ask your mentor/supervisor for contacts.
  - Let everyone know you are looking for someone in this profession to talk to.
3. Find contact information- Try Facebook, LinkedIn, Twitter, Instagram
4. Prepare your “elevator speech” in writing. This is what you will say in order to obtain the interview. Most people will be really receptive to helping you. After all, you are not asking them for a job, just their personal insight into the career.
4. Prepare a Thank You card (Be sure you get their address)

**Career Consultation/Interview – YOUR NAME** \_\_\_\_\_

Date \_\_\_\_\_ Time of your Appointment \_\_\_\_\_

Name of Person Interviewed \_\_\_\_\_

Career Field/Title: \_\_\_\_\_

**TASKS AND RESPONSIBILITIES**

Of your normal daily & weekly job duties are there any that might be surprising to learn? If so, name them.

\_\_\_\_\_  
\_\_\_\_\_

**WORK ENVIRONMENT**

What are the physical demands? \_\_\_\_\_

Is your work dangerous/hazardous in any way? If so, what ways? \_\_\_\_\_

Are there any state/federal regulations? \_\_\_\_\_ Which Governmental office or department manages these regulations? (FDA, OSHA, EPD) \_\_\_\_\_

Are there inspections at your place of work & how often? \_\_\_\_\_

**WORKING HOURS** Do you work overtime? \_\_\_\_\_ Do you ever work nights, weekends, or holidays? \_\_\_\_\_ If so, is there a pay difference? \_\_\_\_\_

**APTITUDES & ABILITIES**

What aptitudes and abilities &/or talents are needed to be successful in this career? \_\_\_\_\_

\_\_\_\_\_

**EDUCATION & TRAINING**

Where & how did you get your education & training? \_\_\_\_\_

What are the education and training requirements to enter and advance in your career area?

\_\_\_\_\_

**BENEFITS**

Are there fringe benefits other than the usual in your occupation? If so, name them: \_\_\_\_\_

\_\_\_\_\_

**CAREER OUTLOOK**

Do you think there is a need for workers at the present time? (answer each with yes or no)

Locally \_\_\_\_\_ Statewide \_\_\_\_\_ Nationwide \_\_\_\_\_

Do you think the demand for workers will increase or decrease in the next five years? Why or why not? \_\_\_\_\_

**INTERNATIONAL OPPORTUNITIES**

Do you work with people in or from other countries? Explain this connection with your career field. \_\_\_\_\_

What obstacles have you run into while working with people in or from other countries (Language, Location, Culture, Values)? \_\_\_\_\_

**ADDITIONAL COMMENTS**

If you were given the opportunity to start over would you enter this field? \_\_\_\_\_ If so, would you do things differently? \_\_\_\_\_ How? \_\_\_\_\_

Is there any additional information about your career area that you think might be interesting or helpful to someone who is interested in pursuing such a career? \_\_\_\_\_

Can you share an interesting or memorable story/experience that you have had in this occupation? \_\_\_\_\_

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**Interviewer Signature and Date** \_\_\_\_\_

*Please attach a **business card** or a contact number in case the WBL Coordinator would like to verify the interview.*

**Direct phone number:** \_\_\_\_\_

