

## 5. Business/ Community Informational Interview:

### A. Identify someone who is currently employed or retired from a long term job.

- It is preferred that you select someone who is not related to you.
- It is preferred that you interview someone outside of RBHS.

### B. Contact the person and request a few moments of their time. Schedule and interview date/time.

### C. Talk with the person about what they do/did for employment. The following are a few suggested topics you could discuss. It is allowable to ask discuss other topics, but do NOT ask about their personal income/salary.

1. Describe a typical workday.
2. What skills are required in the position on a day-to-day basis?
3. What parts of your job do you find most challenging?
4. What do you find most enjoyable about your occupation?
5. What are the negative aspects to your occupation?
6. How many hours do you work in a typical week?
7. Which seasons of the year are toughest in your job?
8. How would you describe the work culture of your business?
9. Knowing what you know now, would you have done things differently with regards to your occupation?

### D. Type a summary of your interview and the information you learned. Be sure to include the following in your summary:

1. Your first and last name.
2. Your student ID #.
3. The date of the interview.
4. The first and last name of the person you interviewed.
5. The business or community organization's name.
6. The business phone number.
7. Your findings (answers to the above prompts).
8. A brief statement on how you felt about this experience.