

Handout 1: Interview a Professional

Your name: _____

Date: _____

DIRECTIONS:

The mentor volunteer will interview a professional while you take notes on his/her etiquette. There are a couple of things you need to pay attention to. An interview is not just about asking questions and listening to answers. Anybody can do that. A good interviewer is someone who speaks clearly, has planned out their questions, asks good questions that will help them understand their subject, and are extremely professional. While the mentor interviews a college professional, we want you to pay attention to what he/she is doing well (for example: What language is she/he using? Did she/he introduce themselves? Why? What did she/he do while we listened?)

| QUESTIONS: | Take Notes About <u>the Interviewer</u> Here: |
|--|---|
| 1. What is your job? What does that entail? (What do you do?) | |
| 2. What kind of education or experience did you have to have for this job? | |
| 3. What do you like the best about your job? | |

| QUESTIONS: | Take Notes About <u>the Interviewer</u> Here: |
|--|---|
| <p>4. Do you teach college students? What kinds?</p> | |
| <p>5. What responsibilities do you have in the College of Education? If they only share one responsibility, please prompt them with <i>Are there other responsibilities you oversee?</i></p> | |
| <p>6. Are there any unique perks or benefits that you enjoy in your job?</p> | |
| <p>7. Do you get to travel a lot for your job? What sort of travel to you do – for meetings, conferences, research?</p> | |

Handout 2: COE Faculty Interviews

Student Name: _____

Today's Date: _____

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|---|--------------|
| Interview 1 (20 min) | Dept: |
| Name of Faculty Member | |
| What's your title and what does that mean? | |
| What qualifications do you need to be a faculty member? | |
| What is your work schedule like? | |
| What kind of research do you do? | |
| Why do you do this kind of research? | |
| Can students work on research with you? How? | |
| What is your favorite part of your job? | |

| | |
|--|---------------------|
| <p>Interview 2 (20 min)</p> | <p>Dept:</p> |
| <p>Name of Faculty Member</p> | |
| <p>What's your title and what does that mean?</p> | |
| <p>What qualifications do you need to be a faculty member?</p> | |
| <p>What is your work schedule like?</p> | |
| <p>What kind of research do you do?</p> | |
| <p>Why do you do this kind of research?</p> | |
| <p>Can students work on research with you? How?</p> | |
| <p>What is your favorite part of your job?</p> | |

| | |
|--|---------------------|
| <p>Interview 3 (20 min)</p> | <p>Dept:</p> |
| <p>Name of Faculty Member</p> | |
| <p>What's your title and what does that mean?</p> | |
| <p>What qualifications do you need to be a faculty member?</p> | |
| <p>What is your work schedule like?</p> | |
| <p>What kind of research do you do?</p> | |
| <p>Why do you do this kind of research?</p> | |
| <p>Can students work on research with you? How?</p> | |
| <p>What is your favorite part of your job?</p> | |

Handout 3: An Interview with Dean _____

Your name: _____

Date: _____

DIRECTIONS:

You have now observed one of our mentor volunteers conduct an interview, and you have all helped to conduct three separate interviews of some very respectable COE professionals. Now it's your turn to come up with three of your own questions to interview a Dean. Feel free to use questions we've already used or come up with your own. On the second page, you'll write down questions that your classmates ask that are different from your own. Make sure that you are sharing your questions with institute leaders before asking them directly to the Dean. Before we begin his interview, think about all the actions and types of language that are appropriate for an interview with a professional. For example: Should you introduce yourself? How? What kind of eye contact should you make? What about the speed of your question delivery? Good luck!

QUESTIONS:

1. What does a Dean do?

2.

QUESTIONS:

3.

4.

5.

6.

7.

8.

9. What departments are you in charge of in the College of Education?

| Departments: |
|--------------|
| |
| |
| |
| |

10. Are there any unique perks (benefits) that you enjoy as a Dean?
