**Career Research Interview Part I– Scoring Guide**[up to 40 points possible]

|  |  |
| --- | --- |
| **Grading Criteria** | **Score and Comments** |
| **Background Research:** **Interviewee** * Identifies an interviewee who is a qualified professional in the field you wish to research
* Provides name of interviewee, organization, and job title
* Selects an interviewee who is not a relative or close friend
* Explains why you chose this interviewee and how you contacted them
* Pinpoints date, time, and location of interview

**Career Research*** Identifies sources consulted
* Links sources clearly to the information derived from each source
* Describes nature of this type of work
* Explains education required; pay scale; mission statement, and the like
 | (up to 10 points) |
| **Format & Professionalism*** Submitted by due date
* Follows assigned format
* Arranged under appropriate topic headings
* Includes primary & secondary questions
* Labels questions as open vs. closed;
* Includes “clearinghouse” questions
* Exhibits impeccable spelling, punctuation, grammar
 | (up to 10 points) |
| **Body of Interview - Quality of Questions*** Questions are specific and indicate student has done background research
* Sufficient questions to fill 30 minutes of lively conversation
* Questions show originality of thought
* Questions relate to the topic
 | (up to 10 points) |
| **Opening and Closing of InterviewOpening:*** Greeting
* Orientation: reason for interview, goals, preview

**Closing:*** Review—summary of the interview
* Future action
* Closing pleasantries
 | (up to 10 points) |
| **Total Points (out of 40 possible)** |  |