**PART 7: INTERVIEWING YOUR FUTURE COLLEAGUE – 10 bonus marks**

This is your big opportunity to find out whether you truly want to pursue the career that you are interested in. During this activity, you will be able to speak with someone who is following the career path you would like someday.

1. ***Identify and find your interviewee****.*

If you do not know someone in that particular career field, then ask your family, friends, or teachers if they know someone in that career field. You can also go to the [www.canada411.ca](http://www.canada411.ca) and look for companies or organizations that employ people in that position. Explain your assignment to the person and ask him/her if they would be willing to do an information interview (in person or over the telephone). You should include the name of the person you interviewed, their job title, the name of the organization they work for, and the telephone contact number.

1. ***Find questions you want to ask your interviewee****.* Make up your own questions to find the answers that YOU want to know. Make sure there is a minimum of at least five questions. Keep in mind that you might end up having follow up questions based on the information from the interview.
2. ***Setting up the interview: phone the person or company or send them an email****.* Introduce yourself by saying that you are a high school student doing some research, trying to determine whether you should pursue this career, and that you would like to know whether it is possible to interview him/her for approximately 15 minutes. The interview is to be done **during non-school hours.**
3. During the interview, be sure to write down your interviewee’s answers in note form. Don’t try to write everything down since it will take forever. Focus on facts and data. It might be a good idea to record the interview if you find it difficult to take notes in person.
4. At the end of the interview, *thank the interviewee* and write down a summary of the interview and any stories that were communicated.

In paragraph form, write a summary of the contents of your interview. Also talk about how helpful or useful the interview was, what information surprised you and whether or not the actual job matches up with your image of the job.