

CAREER INFORMATION PROJECT

DUE _____

Project Requirements: Interview a person about their job. It is *preferable* that the job be one directly related to technology; someone (parent, neighbor) who uses computers and/or technological devices every day at work. Examples: X-ray technician, engineer, computer repair, secretary. **GROUND HOG-SHADOW DAY** is a great time to interview someone!

Some **sample** questions to include (and you may think of others!):

- How is technology/computer used?
- Software is used: an office suite?; something specific to the job?; who selects the technology?
- Does the person use a network (intranet, Internet)?
- Did the person feel any anxiety when first confronted with the technology/computer?
- What type of training did the individual receive?
- What type of computer/technological training did the individual receive?
- Would they use a different application for any of their tasks? What don't they like about the software of the technology? How could they be more productive in the job?
- Does the computer/software make this person's job easier? More difficult?
- What kind of computer education/experience would this individual recommend for you?
- Has the interviewee experienced any technology changes while on the job?
- Is there any risk of injury because they are using the technology? If so, what?
- What personal characteristics/skills are necessary for this job/career?
- What makes this person right for this job? What would the person change?
- What would get this person fired on the spot?
- Was there a pre-employment testing? If so, what?
- How did this person find out about the job? Describe the hiring process like?

Use the Chart below to catalog the different skills needed by the person you interviewed:

Duties Performed	Technological Skills Needed	Human Relation Skills Used

Using the interview notes: write a report, display the information in a table, and/or create a poster which tells about the job, the requirements (skills and personal traits), the +s or the -s; in other words, share information and insights you collected in the interview.

Capstone component: Write a paragraph describing the skills you learned are necessary for successful employment; relate that information to your career interest. Reflect upon your questions and the interviewee's answers. Show me you understand what is important to employers and why!

THE PROJECT MUST BE KEYBOARDED OR NEATLY HANDWRITTEN TO RECEIVE FULL CREDIT!

If I cannot read it, I will not be able to evaluate it!!!

CAREER INFORMATION & SKILLS PROJECT EVALUATION RUBRIC*

Assessment	Competent 5	Acceptable 3	Below Standard 1	?
Mechanics: Spelling Grammar	None noted	One grammar error, no spelling errors	Errors detract from readability	
Content: Project uses/addresses questions raised on the handout	Most questions used	About Half	Very few	
Timeliness:	Handed in by due date	One day late	More than one day late	
Writing/Presentation: Organization, focus, ideas, and conclusions	Well organized; Focus clear; Conclusions logical	Ideas, focus, logical connections present but not clear	Focus, conclusions, logic unconnected or not present	
Duties Performed				
Technological Skills				
Human Relations Skills Used				
*Capstone Component: Shows understanding of required skills and their relationship to career success; personalized to own career interest	Clear, relevant, appropriate, and concise discussion of skills relevant to own career interest	Some discussion; Some relevance to career interest shown in writing	Little or no response to this required component	
*Informal Oral Sharing:	Points made clearly; Answered questions; Class understood important points	Oral comments made; needed prompting to finish	Unable or unwilling to share orally with class	
*Comments and Grade:				

Use this example to score your own work before turning in!