

## Interview Project

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## Document #1: Interview Schedule

### Background Information

#### My Interviewee

I am planning to interview Jeff Jorgensen. He is the general manager at REI drilling Inc. in Murray, UT.

I am interviewing Mr. Jorgensen because I am looking to pursue my career in business management. I believe that since Mr. Jorgensen is young and successful in this career field, he will be a great candidate with a lot of insight that will help me in deciding if business management is the right choice for me.

We will be conducting the interview in an office at REI drilling Inc.

#### Career Research

I know that to get started in a career in business management, I need to start taking classes that will earn me a degree in business management. I have just started taking classes at Salt Lake Community College so I am still working on my prerequisites. As soon as I'm finished with my prerequisites, I am going to start taking classes that will go towards the associate's degree in business management that they offer at Salt Lake Community College.

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I found out in the OCO Handbook that the management industry will grow by eighty-three percent in the next seven years and is one of the highest paying jobs out there. General Managers specifically make anywhere from \$44.00 per hour to \$62.00 per hour.

The management field is very competitive, and only the most educated and experienced will get the best job prospects (OCO Handbook).

So I know that if I'm going to go into the business management field, I'm going to have to be highly motivated and work hard.

In doing this career research interview, I hope it will help me in networking, so when I am finished with my degree I have a few contacts to get me started in my career in business management.

## Interview Schedule

### Opening

Hi, Mr. Jorgensen, I know you are a very busy man, so thank-you for taking time to meet with me.

As I wrote to you in the e-mail, this is a career research interview. I am going to be asking you a few questions about your career as a general manager. Some of the questions will be about why you chose this field, your likes and dislikes, and the education you pursued to get where you are today.

I will be taking some notes to help me in the final process of this interview. I don't want this to interfere with your answers, so you may continue to speak, if it does however interfere with you answering the questions please let me know and I will stop.

This interview will be no more than a half hour. Are you ready to begin?

### Body

#### A Typical Day/Year

1. What exactly are the main tasks being done in the general manager position? (Primary, Open)
  - What other tasks are involved? (Secondary, Open)
  - Which tasks are most difficult (Secondary, Closed)
  - Which tasks are most simple (Secondary, Closed)

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2. What kinds of Problems do you deal with? (Primary, Open)

If any:

-What kinds of decisions do you have to make? (Secondary, Open)

3. How much travel is involved with this job? (Primary, Open)

If any:

-Where do you travel? (Secondary, Closed)

4. Is there flexibility to how you dress? (Primary, Closed)

If yes:

-How do you normally dress for work? (Secondary, Closed)

If no:

-Is there a dress code, and what is it? (Secondary, Open)

5. Is there flexibility related to work hours? (Primary, Closed)

-What are your work hours? (Secondary, Closed)

-If your child had a doctor's appointment would you be able to take them? (Secondary, Closed)

6. Are you able to take vacations during the year? (Primary, Closed)

If yes:

-How are the days determined and how many days do you get a year? (Secondary, Closed)

If no:

-Why not? (Secondary, Open)

7. What part of the job do you find most satisfying? (Primary, Closed)

-What part of the job do you find most challenging? (Secondary, Closed)

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## How to get started in the Management Field

1. Why did this type of work interest you? (Primary, Open)

-How did you get started? (Secondary, Open)

-Do you have any regrets about choosing your career field? (Secondary, Closed)

-If you could do things all over again would you choose the same path for yourself? (Secondary, Closed)

If No:

-Which career field would you choose? (Secondary, Closed)

-Why? (Secondary, Open)

2. What are the educational requirements for this job field? (Primary, Open)

-Are there any other types of credentials or licenses required? (Secondary, Closed)

If yes:

-What are they? (Secondary, Open)

3. Has your employer offered any other training in your field? (Primary, Closed)

If yes:

-What have they offered? (Secondary, Open)

-I saw on the REI website that you have a MBA, do you recommend getting a MBA as a general manager? (Secondary, Opinion-Seeking)

-Does your company encourage and pay for employees to pursuit graduate degrees? (Secondary, Closed)

4. How well did your college experience prepare you for this job? (Primary, Open)

-What courses have been the most valuable to you in your work (Secondary, Closed)

-How important are grades in obtaining a job in your career field (Secondary, Closed)

-Which courses would you recommend for someone wanting to pursue an education in general management? (Secondary, Opinion-Seeking)

5. How did you get this job? (Primary, Open)

-What other jobs have led you to your present position? (Secondary, Closed)

-What were keys to your career advancement? (Secondary, Closed)

6. What do you like most about this company? (Primary, Closed)

-Why? (Secondary, Open)

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### Skills and Abilities

1. What skills or talents are most essential to be effective in your job? (Primary, Closed)  
-How did you learn these skills? (Secondary, Closed)
2. Which abilities or personal qualities do you believe contribute most to your career?  
(Primary, Opinion-Seeking)

Finishing up questions

1. Do you have any advice for someone interested in this field/job? (Primary, Open)
2. Do you have any special words of warning or encouragement as a result of your experience?  
(Primary, Open)

### Closing

Well Mr. Jorgensen that concludes the interview. Thank you, for taking time out of your busy day to let me interview you. Not only have you helped me on my road to my career path, but you helped me in completing my Communications assignment. I have learned a lot in the last half hour.

Also, in the e-mail I talked about an interview evaluation questionnaire. Please be honest, it will in no way affect my grade but I have to have it sent in the next couple of days to my professor in order to get credit for this assignment. So if you don't mind I will just give this to you along with an already stamped and ready to mail envelope. Thank you so much for your time, I really enjoyed learning about the day in the life of a General Manager.