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

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| **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 Interview Opening:**   * 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)** |  |