

Career Interview Assignment

Start Assignment

Due Saturday by 11:59pm **Points** 65 **Submitting** a text entry box or a file upload
Available Mar 14 at 12am - May 8 at 11:59pm about 2 months

Healthcare Career Focus Interview Assignment

HAP 414N Spring 2021 (We will present in class and on Zoom and You can record your presentations) Due dates are 19th thru the 26th of April).

Overview of Assignment

This assignment allows you to interview a current healthcare leader/member regarding their career path, current work actions, skills, career development, and anything you may be interested in learning.

There are three parts to this assignment:

Part One: Select a person to interview, develop a series of interview questions, interview the person.

Part Two: Write at least a four-five page paper describing the experience. Provide the list of questions as a separate from the paper.

Part Three: Presentation of the interview and person you spoke to.

Actions:

Goal: Help you solidify that you are on the correct path to reach your career goal. You will determine a career or position or focus that you have an interest in pursuing and locate a person in that position and interview them about their career path—what it took to get there and what they did along the way and what it takes to do what they do.

PART ONE: Interview

Process before the interview

1. Find someone in a healthcare administration position—could be an early careerist, middle or late careerist. *Speak to your instructor or other instructors and ask them for contacts if you need*

assistance or look at organizations that you may want to work for and find the right person to interview by contacting the organization.

2. Develop an interview: Follow a model of interviewing—must be able to have:

Opening—Body--Closing Develop a series of questions (minimum of 15)

Closed, Open, Follow-up, Probing/Multilayered Open ended etc..

Questions should be what you want to know about the person and their career path. You need to ask the questions that will give you a clear perspective of what it takes to be in this field. Think this through.

3. Schedule an interview at the location of the person and complete the interview.

Interview:

1. Follow a formal interview model, however, part of interviewing is getting the person comfortable and to build a relationship. Dress professionally. 2. Ask your questions and take notes of answers (as best you can). Do not be afraid to ask questions about mistakes or set-backs or situations.

3. Close the interview with a thank-you and let them know about the paper that you have to write. Send a thank-you card. **PART Two: Paper**

1. Paper should have an introduction, body and conclusion.

2. Provide a review of the person and the interview process.

Description of the person you interviewed: Name, title, position, employer, history with company, some insight as to their work and typical day. Any important info.

Description of career path: Education, experience, entry level positions, career progression steps.

3. Description of: What occurred during the interview?

How did it go? What questions were most helpful? Review what new knowledge you gained about the field of study.

What does it take to get there?

Describe at least four insights you gained about this career. What information surprised you that you did not previously know? *Reflection on the interview process:*

What you did well? What you think you did not do well. How will this interview information assist you?

PART Three: Presentation to class

1. Prepare a three to five minute informational talk with an opening, body and conclusion . 2. The talk is not a repeat of the paper.
 - a. Provide some background about the person and the field
 - b. Discuss at least four “things” you learned about the career field.
3. Provide some perspective about your intention of pursuing this area

What to turn in:

1. Completed paper;
2. Interview questions;
3. Presentation outline

Grading

Sentence clarity and structure should be at the college level (proper syntax, spelling grammar etc.)

Detail of development:

1. Paper development: Covers **all** aspects of the assignment with detail, examples and insight.
2. Interview Questions: Follows an interview model, contains a variety of question formats. Demonstrates understanding of questioning.
3. Presentation: Outline is clear, delivery was professional and followed the rules of presentation delivery.

See Syllabus for due date.