Brandon Valladolid

Interview project

Communications 1010

4-3-2012

 Interview Analysis Memo

Date 4-4-2012

To: Professor Hackett

From: Brandon Valladolid

Subject: Interview Analysis memo

I had the pleasure of interviewing an employee in the sales department of Harland Clarke about the Perfomance Coaching position.

I have always had an interest in this particular position and wanted to know what it would take for me to move into a similar role within a company. I found out that communiocations is a key element of how the job is ran. I also wanted to know what education it would take to follow through in assuming such a role.

This memo summarizes my experieance and what I took away from it.

**Summary of my lessons learned**

I learned that job was very schedule detailed and that the personal skills involved had to do the job are very communication based. I found that education for this job entry level were minimal, but that several courses in communications and business management would help the make the job go more smoothly.

 Shaylee told me she is always looks forward to working with each individual on a one on one basis and that she loves the idea of helping the company that she works for to grow and get better every quarter.

I found that my education level as it is now is suffiecient in an entry level position. But Shaylee did state that she wanted to work toward an MBA in hopes that it woud further her skills in handling decision that she faces at work. She had mentioned to me that even when giving constructive feedback is hard on a worker she finds a solution to help that person along the way.

 Shaylee loves being an intergal part of a sales team that she can make an impact on a person day in a positive manner and increase productivity.

 She told me it took her 2 1/2 to reach her targeted position and has loved the challenges that it poses every day. She likes the freedom in her position to be able to work closely with each associate to fine tune their skills.

**Interview analysis**

This interview opened my eyes to the fact that communications is everywhere in life and plays such a huge role. She showed me that this is a career choice I would like to use as a possibility of bettering my own skills as a communicator.

**The process**

I was very nervous during the interview and felt I wasn’t able to get as much information as I should have based on my own limitations. I tried to stay on point and not go to far off subject but it happened a few times.

 I typed her answers down but felt like that might have made me rush the interview process along. I jumped from question to question and got out of order which made it hard for me to decipher some of what i had typed.

 I felt releived by the end of our interview and felt i took away a lot of knowledge that i didn’t have before.