**Interview Plan and Schedule**

Brandon Valladolid

Interview Plan

Communications 1010

4-3-2012

**Background Information**

**My Interviewee:**

I am interviewing Shaylee Hughes. She is a Performance Coach Mentor & Outbound Customer Sales Specialist at Harland Clarke. Our interview will be held at Harland Clarke for security reasons she has informed me that we must do the interview outside of the building. I was

**Carrer background information:**

I began taking business management classes while working on an AAS in Graphic arts and found that i like the role of being a part of a strategic sales team and explored it more with a team building class.

I have always found that I fit well in a team situation and and thought it would be something i wanted to learn more about to be the position in a team that supports and gives constructive feedback to improve productivity in the team environment.

While looking into that position I found that salaries range drastically from 25,000 per year to 100,000+ per year. The job market for this position is fairly open because sales company are always looking for a person that can bring a new edge to their team. I found that on the lower end of the job market closer to the 25k range u only need to have a diploma but as with many jobs u have to climb the ladder to even get there but if your education level is at a MBA in marketing then you are more likely to start more in the middle to higher on of the pay scale.

**Interview schedule**

**Opening:**

Hello Shaylee, I first wanted to thank you for taking time out of your busy day to meet with me. Ever since I worked here I have been interested in your position within the company.

When we initially spoke I had mentioned the purpose for our meeting was to learn more about your career and the reason behind why you have chosen to work toward your position. I have always taken an interest in being a performance coach and being the person that helps improve the company by direct involvement. Today I will be asking you to give me a run down of your day and how you got your start into this field and if you are going to further you education from where you are at. I have a laptop wit me today to take a few notes about todays interview. Our meeting will conclude in longer than 30 minutes.

Is it ok if we get started ?

**Body:**

**Topic 1: A run down on daily schedule**

I would first like to get a feel for you day to day schedule at work.

1. What is you specific schedule like including meetings ? *open/primary*

Do you look forward to a particular task in your day ? *open/secondary*

What is one thing that make you love your job so much?*open/secondary*

2. Is there particular people skills you think are a must for this job?*open/ primary*

What type of workshops does the company provide that relate to the job?*open/secondary*

3. What type of employee benefits are given to people in your position?*open/primary*

are there specific amounts of time off you are allowed?*closed secondary*

**Topic 2: Getting a start in your current field**

Next I would like to know what drew you toward this field.

1.What sparked you to gravitate toward your job?*open/primary*

Did you always enjoy working closely with people?*closed/secondary*

2. What type of education level have you had to complete for your current position?*open/primary*

Is there specific college classes that would help you in your job?*open/secondary*

Do you feel you should expand you education level to help further your career?*closed/secondary*

3. What other job experiences have you had that have help you fill the position you currently hold?*open/primary*

How long have you been involved in a similar position at other jobs?*closed/secondary*

**Interviewees turn:**

I would like to ask you is there anything about your job you would like to make sure that you share with me today?*open/primary*

**Closing**

Ok, Shaylee it looks like those are all of my questions that I have for you today. Again I want to thank you for you time today. I liked how you talked in detail about how communications plays a huge role in your job.You have been very helpful in furthering my knowledge about the job and you have helped me greatly in being a part of my communications assignment.

As I mention when we initially spoke I have an evaluation form I need to have you fill out. You answers on the form bare no weight on my grade so please be straight forward with them. I will email you that form if you could forward that to my professor and I will provide you with that email address.

Thank you for everything today it was wonderful talking with you