Interview Guide

Activity 3.2.3 · Task X-Ray Prep

Alias (not your real name):	**Date:**

You're preparing to interview **an adult you already know** about the **tasks** in their job. The interview is homework. This sheet gets you ready. The Interview Notes sheet is the one you take with you.

A good question gets an **example**: something the person has seen or done. A weak one gets an opinion, a guess, or your own words back. Pay, health, and other people's details are never yours to ask for.

No worker available? Use a real job description (O*NET OnLine or the Occupational Outlook Handbook, or the set from your teacher) and write the source in Part 1. Tell your teacher early.

1 Who, when, and how

Worker's alias and job (e.g., "Worker A, dental scheduler")	
How I know them (relative, neighbor, school staff, coach, family friend…)	
When, and where or how (in person, phone, video)	
Minutes they said they could give me	
Backup? Source of the job description (title, website, date)	

Safety checks (tick each before you go):

☐ My guardian knows who, when, and where or how. Guardian initials: _____

☐ I asked first and said what it's for. They can skip any question or stop at any time.

☐ I'll take notes. I'll record only if they say yes first. ☐ I'm not meeting or messaging anyone I only know online.

2 My draft task list

What do I think this person does? Write tasks, not topics. The worker will fix this list, and that's the point.

#	Task (a verb and an object)	Camera test
1		☐ I could film it ☐ verb + object
2		☐ I could film it ☐ verb + object
3		☐ I could film it ☐ verb + object
4		☐ I could film it ☐ verb + object
5		☐ I could film it ☐ verb + object
6		☐ I could film it ☐ verb + object
7		☐ I could film it ☐ verb + object
8		☐ I could film it ☐ verb + object

3 My questions, in order

Put the easy task-list questions first and the closing question last. Fit them in the minutes above, with a minute or two left for follow-ups like “Tell me more about that.”

#	Question	What it covers	Minutes
1		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
2		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
3		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
4		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
5		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
6		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
7		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
8		☐ tasks ☐ time ☐ tool ☐ who checks ☐ changed ☐ skills ☐ close	
	Total minutes (must fit in the time they gave me)		

4 Check every question

☐ Not leading	☐ Not just yes or no	☐ One question, not three
☐ Nothing private or confidential	☐ Clear, not vague	☐ Not a prediction

My guide covers (tick all seven):

☐ the task list ☐ where the time goes ☐ where a tool is used ☐ who checks the tool's work ☐ what has changed ☐ which skills a task needs ☐ a closing question

The question I'm least sure about, and how I'd fix it	

5 My request message

Say who you are, what it's for, how long, that they can skip or stop, that your notes won't use their name, and that it's only for your class.

6 If the interview falls through

Plans change. Decide now what you'll do, and tell your teacher early.

Plan B worker (a different adult, or school staff with my teacher's okay)	
Plan C: the job description I'll use, and where I'll find it	
The date I'll tell my teacher if I'm stuck	

7 After the interview

☐ I sent a thank-you. ☐ My notes use the alias only. ☐ I asked before quoting a line.

Optional: a chatbot as a question checker. Only if your teacher allows a district-approved chatbot. Paste only your questions, with no names, school or private details, and ask it to check each one for the six problems and not to praise you. **A chatbot is not a worker.** If you ask it to play one, its answers are made up and can't go in your notes.