Professional Development Assignment: Interview with a Healthcare Professional

Assignment Overview

For this assignment, you will first need to select a healthcare profession that you want or are thinking about pursuing as your future career. You have already completed several assignments in this course thus far to help narrow-down the type of career that you have the personality, skills, and interest to be successful in. For this assignment, you will first need to "do your homework" and become familiar with the basic regarding the profession that you have chosen. You will then need to identify someone to interview that is currently working in that profession (if you don't know anyone personally, your instructor will help you identify an individual to interview). You will be responsible for conducting all aspects of the interview including contacting your healthcare professional, coming up with the list of interview questions, conducting the interview, recording or taking detailed notes of the interview, writing a thank you letter to your healthcare professional within a week after the interview is conducted, and writing a synopsis of what you learned from the interview.

Procedures for Conducting an Interview with a Healthcare Professional

Before the interview

- Identify a person that you would like to interview and then contact the person to set up an interview. Make sure that you are clear about the purpose of the interview when you ask to interview him/her. Set an appointment time to interview the person via Zoom or by phone. Once you have set an appointment, confirm the date, time and method of how the interview will be conducted in an email.
- Research (or do your homework) about the profession of the person that you are interviewing. This will help you focus your questions on things that you could only find out by talking to someone in the profession directly.
- Click on the following link and read "Everything You Need to Know About Job Interview Etiquette": https://www.indeed.com/career-advice/interviewing/job-interview-etiquette

        - While you are not being interviewed, these tips are still applicable to any interview situation and apply to both parties in the interview.
    - Come up with your list of questions. You must ask all required questions that are provided at the bottom of this document. You then must choose another 5 optional questions to ask in addition. There is an optional question bank at the end of this document as well. You can also come up with some of your own optional questions, but your must get them approved by your instructor prior to your interview.
    - Make sure that all your questions are clear and that they will facilitate open-ended answers.
    - Write a script in preparation for your interview.

During the interview

- Make sure to call/Zoom your person on time and be as friendly as possibly when starting the interview. It is always a good idea to remind them the purpose of the interview.
- If you want to record the interview, you must ask the person that you are interviewing for permission. If they decline, complete the interview without recording and make sure to take detailed notes.
- Try and be relaxed and conversational while interviewing.
- Make sure that you respect the person's time and keep to the agreed-upon length of the interview.
- End the interview by asking them if there is anything else that they feel you should know and then **thank** the person for allowing you to interview them.

After the interview

- If you recorded the interview, transcribe the interview. If you took notes during the interview, go over your notes and make sure that they are complete.
- Send a hand-written thank you note if possible or send a thank you email.
- Write your interview summary paper.

Interview Questions:

Required Questions:

- What education, training, qualifications or prior experiences did you have that enabled you to enter your career?
- What type of setting do you personally work? What are the possible settings that someone in your profession can work in?
- What advice would you give to beginning college students about things they could start doing now to help them prepare to enter your career?
- What personal skills or qualities do you see as critical for success in your career?
- What do you like most about your career?
- What are the most difficult or frustrating aspects of your career?

Optional Question Bank:

(You must choose at least 5 optional questions. You may also come up with your own optional questions, but you must get them approved by your instructor prior to your interview)

- What factors made you decide to pursue your career?
- What specific steps did you take to find about your current position?
- What are the best ways to find out about employment opportunities in your field?
- During a typical day's work, what do you spend most of your time doing?
- How does someone advance in your career?
- Are there any moral issues or ethical challenges that tend to arise in your career?
- Are you likely to find members of diverse racial and ethnic groups in your career field?
- What impact does your career have on your home life or personal life outside of work? If you had to do it all over again, would you choose the same career?
- Would you recommend that I speak with anyone else to obtain additional information or a different perspective on this career field?
- What continues to inspire you or hold your interest in this field?
- Where is your career field going in the future?

- Is there anything else that you think I should know about your career field?

Sample Interview Script:

Hello Mrs. Bott, it is great to talk to you again. And thank you so much again for taking the time out of your busy schedule to allow me to conduct this interview with you. I know that I went over this with you when I set up this interview, but just wanted to review quickly the purpose of today's interview.

I am a student in the College of Physical Activity and Sport Sciences in the new Health and Wellbeing Program, and it is my long-term career goal to become a Physician Assistant (PA) specializing in orthopedics like you. As part of my Introduction to Health and Well-being Professions class this semester, we were assigned to complete an interview with a practicing profession in the career that we are interested in pursuing. I have done some research about being a PA but have a series of questions that to ask you that go beyond information that one can just read about.

After our interview today, I must write a reflection paper about our interview and was wondering if you would feel comfortable with me taping today's interview……. Okay great. Thanks so much.

Before I start asking you the questions I have prepared for today, do you have any questions that you have for me before we get started. Wonderful, let's go ahead and get started with the first question I have for you then.

- What education, training, qualifications or prior experiences did you have that enabled you to enter your career?

Required Components that must be included in the Interview Paper: (Total Points Available: 50)

- Interview Questions (5 points)
- Interview Script (10 points)
- Interview Summary (35 points)
  - Describe the person that you interviewed (10 points)
    - What is the profession?
    - Education/training requirements
    - Setting that they work and other possible settings that someone in that profession could work.
  - Summarize the answers from your interview for the remaining required questions as well as your optional questions. (10 points)
  - Personal reflection from the interview experience (15 points)
    - What were your key take-aways from the interview?
    - What did you learn about the person's career that you didn't know before the interview?
    - After interviewing your healthcare professional, are you still interested in pursuing this career? Please describe why.
    - What other information would you like to have about this career that you were not able to get from the interview?