

The CEO Plan - Expert Interview

Information: Be sure to write in cursive.

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|----------------------------|---------------------------------------------|
| Student's Name | |
| CEO Plan Career | |
| Contact Person | First Name and Last Name (Correct Spelling) |
| Contact Person's Job Title | |
| Phone Number | (Area Code) |
| Mailing Address | |
| Interview Date | Day, Month, Date, Year |

Notes:

Interview Checklist: Be sure to write in cursive.

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| <p>Start with a greeting and then identify yourself.</p> | |
| <p>Identify your school and your teacher.</p> | |
| <p>Briefly explain why you are calling. Include information about your project and explain how this person can help you by interviewing.</p> | |
| <p>Request an interview time that is convenient for this person. Let this person know approximately how long the interview will take (10-15 minutes). Be prepared to do the interview at this time.</p> | |
| <p>Explain that you need to record this interview as one of your teacher's requirements. You can focus on the interview instead of trying to write down all of his/her responses.</p> | |

Notes:

Questions: Be sure to write in cursive.

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