

**Coe-Brown Northwood Academy  
Portfolio**

**#4 – Career Exploration: Professional Interviews  
(Note: Two (2) Required)  
Grades 10-12**

**Pre-Approval**

Person to be interviewed: \_\_\_\_\_

Position held by this person: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Date(s) of interview: \_\_\_\_\_

Location: \_\_\_\_\_

**This component can only be approved by the student's assigned School Counselor.**

Pre-Approved by (signature): \_\_\_\_\_

Date of pre-approval: \_\_\_\_\_

During the pre-approval process the counselor will provide a list of questions and topics to be considered during the interview.

**Certification of Completion**

(to be completed **immediately** after the event)

Please submit a summary on the interview covering the questions asked, the information that was gleaned from the interview and how you see this information affecting your consideration of this job or field in your future plans. This summary should be added to your Portfolio during your senior year.

This certifies that \_\_\_\_\_ has taken part in the above described event and has presented me with a summary of the shadow experience.

Portfolio Advisor: \_\_\_\_\_ Date: \_\_\_\_\_