Administrator Interview: Report Sheet

The administrator interview is your opportunity to learn about what goes on behind the scenes of a university from those in the trenches - administrators. You can learn about life as a department chair, dean, program administrator, or any one of the many other administrative positions vital to the workings of the University. The Administrator Interview Report Sheet will help you reflect on the interview. For suggestions and a list of possible questions to ask during the interview, see "Administrator Interview: Things to Consider." Note: Editable version at http://collab.itc.virginia.edu/ (Collab site name: TPT-TRC).

In order to maintain confidentiality, please refrain from referring to the administrator by name in your comments.

Interview Date:_____

1. What information about the role of university administrators will be most useful to know with regards to a future academic position?

2. Which question/response did you find most surprising?

3. In what ways might administrators help you achieve your career goals now or in the future?