

Principles of Management
Unit Five Project
Informational Interview

For Unit Five, you will complete a Unit Project rather than a Unit Test. The project will be completed individually and focus on the managerial concepts of organization control and company culture.

You will conduct an informational interview with a manager of your choice using the questions below. You will likely add to these questions as you conduct your interview in order to achieve a full understanding of your subject's role when it comes to their company's culture and managerial control. You may consider someone you know or work with. Be sure and explain your purpose for the interview, introduce yourself as appropriate and thank the manager for their time. It would be appropriate to send a hand-written thank you letter after the interview is complete.

In a professionally typed paper, you will summarize the results of your interview. Please use 12 point, Times New Roman Font. Your paper should be in paragraph form using the following questions as headings. Please use a title page including the manager's name, title and company. Also, be sure and include a summary of your reaction to the manager's responses to your question at the end of your paper. This summary should capture your reaction to having completed this assignment.

You will be graded using the attached scoring guide. This assignment is worth a possible 40 points.

Interview Questions

- 1) How would you describe your company's culture?
- 2) How do you as a manager influence the company's culture?
- 3) How do your employees learn the company's culture?
- 4) What effect does the culture have on you as a manager?
- 5) What are your current goals as a manager?
- 6) How do you measure your organization's performance?
- 7) How would you describe your budget responsibilities?
- 8) What type of managerial planning do you conduct on a short-term and long-term basis?
- 9) What type of tools do you use to help you plan?
- 10) What are your biggest challenges as a manager?
- 11) What advice do you have for me?

INFORMATIONAL INTERVIEW

| Criteria | Excellent | Good | Fair | Poor |
|--|--|---|---|--|
| | 10-8 | 7-5 | 4-2 | 1-0 |
| Interview (appropriate subject using questions provided and more focused on management concepts of organization culture and managerial control with detailed answers) | Detailed manager interview relevant and substantial linked well to concepts using questions provided and more | Mostly relevant and substantial linked well to concepts using questions provided and more | Somewhat relevant and substantial linked well to concepts using questions provided and more | All or the majority missing, no explanation |
| Summary Reaction (your reaction – clearly explained using connections to managerial concepts) | Detailed summary and reaction clearly explained using substantial connections to managerial concepts | Summary and reaction mostly explained using many connections to managerial concepts | Summary and reaction somewhat explained using some connections to managerial concepts | All or the majority missing, no explanation |
| Mechanics | | | | |
| Organization and Format (paper clearly organized, thoughtfully prepared and easy to understand, using required format) | Paper professionally organized using headings and subheads based on outline, paragraph copy in own words using required format | Mostly professionally organized using headings and subheads based on outline, paragraph copy in own words using required format | Somewhat professionally organized using headings and subheads based on outline, paragraph copy in own words using required format | Not professionally organized using headings and subheads based on outline, paragraph copy in own words using required format |
| Grammar and Spelling (professionally prepared with no grammar or spelling errors) | Professionally prepared with no grammar or spelling errors | Mostly professionally prepared with no grammar or spelling errors | Somewhat professionally prepared with no grammar or spelling errors | Not professionally prepared with no grammar or spelling errors |