

Student Name: Jasdeep Bains

JOB SHADOW: INTERVIEW WORKSHEET

This form must be completed during and after the job shadow. Your final version, complete with responses from your employer must be typed, saved, and uploaded to your senior website.

Directions: This form is to be completed by students prior to their release to shadow and interview someone in the community for their senior project.

Person to be interviewed: Peggy Fernandes Phone (559) 627-27100

Job Title Executive Assistant / Paralegal

Business Ledford Law Corporation

Place of interview (specific city/street address) 805 West Oak Ave, Visalia 93291

Date and time of the interview Apr. 24, 2016 12:20 P.M.

Estimated length of interview 30 mins.

Briefly state the nature and purpose of this experience and list the objective you hope to accomplish during the job shadow and interview

Question 1: What is the most rewarding or challenging

Response: Part of your job? The most rewarding part of my job has to be when I am able to assist in helping our clients find

solutions and the most challenging part is multi-tasking on a lot of cases and meeting deadlines and on demand "requests".

Question 2: What qualities are needed to be successful in

Response: this type of profession? The ability to not get overwhelmed easily, prioritize, and be okay with becoming another

person's lifeline are basically key to surviving in this job.

Question 3: What skills are needed?

Response: You have to absolutely pay attention to detail.

Along with that, you need to be a good proofreader - even if a paper has been read before, it always has mistakes - and be a people person because a lot of different people come to us for help.

Question 4: Do you work a lot of overtime? Do you take your work home with you?
Response: I can choose to work overtime

or take my work home with me, but I prefer not to. I had initially tried to do both, but it didn't really work out for me, so I stopped.

Question 5: How did you get started in this field?

Response: Honestly, I needed a job and this firm needed a secretary/paralegal so I applied and was hired.

Question 6: How has your career affected your life?

Response: This job affected me positively in that I am now more business oriented and am more outspoken.

Question 7: How much flexibility do you have in terms of hours of work, vacation time, etc.?

Response: In this job specifically, there is a lot of flexibility in everything as long as you get the job done, but I feel like I have to personally be here all the time or else everything goes awry.

Question 8: What is the employment outlook for this career?

Response: In this law firm specifically, since it is a private law firm as long as you keep on doing your job well and efficiently, you'll keep it.

Question 9: What entry-level jobs are there in your company?

Response: Since this is a small, private law firm, every person basically starts off as a secretary; however, once you've shown that you're reliable, you can graduate to an actual paralegal.

Question 10: What opportunities for advancement are there for this field?
Response: I haven't really had a lot of

experience in different law firms so I wouldn't be the best person to ask this question.