**Employer Interview Questions**

I am conducting this interview as part of a technical writing course I am taking at UBC. The purpose of this interview is to obtain primary data for an analysis and investigation that aims to provide recommendations on the future office plan for OP Media Group. The final formal report will be addressed Mark Yelic, OP Media Group’s president. Together with information I obtain through a survey of OP Media employees and secondary research in journals, the data I gather from this interview will serve the ultimate purpose of providing recommendations on the best course of action for OP Media’s office. The interview contains five questions, and it should take less than 10 minutes of your time. Your responses are voluntary and anonymous. Thank you, I appreciate your generous participation in my study.

1. Could you please provide an overview of the process, costs and considerations for the following office options:

a. renewing current space

b. reducing current office size

c. finding a new space

d. cancelling office lease all together

1. Are there any options that we missed? If so, what are they?
2. Does OP Media management have a preferred option? If so, why?
3. What are OP Media’s overall considerations while choosing an office plan?
4. What are OP Media’s priorities when considering office options?