Informational Interview Assignment

**Goal:**

* To interview someone in the career field you are interested in and gain invaluable information that can help you in your decision making process to pursue this career or not.
* To expand your professional network.
* To practice your interviewing skills.

**Assignment and Criteria:**

You are to conduct an informational interview with a professional in the career field you are interested in pursuing. You can identify this professional through your current network or by researching and cold-calling them. It will certainly be easier to find someone through your current network, but cold-calling someone is also an option. You are **not allowed** to interview a family member or relative. You should also not interview a teacher unless teaching is what you are planning to pursue.

**Once you have identified a professional to interview, complete the following:**

* Develop a list of minimum 10 questions to ask your professional.
* Set up an appointment time to meet or call your professional.
* Conduct the interview. Don’t forget to take notes as you do.
* Post-interview, write a thank you note to your professional.
* As soon as possible, write a transcript of your interview.

**What you will hand in:**

1. Transcript of the questions and responses
2. A 1-2 page, double spaced, 12-point font, reflection paper on the experience. Please address the following questions:

* With whom did you meet? Include contact information.
* For what organization does this person work, and what is his/her job?
* Describe the interview
* What did you learn from the interview?
* What steps have you, or will you, take after the interview?

**Due Date:**

**Informational Interview Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exceeding** | **Fully Meeting** | **Meeting** | **Minimally Meeting** | **Not Yet Meeting** |
| Formatting, 1-2 pages, double spaced, 12 point font |  |  |  |  |  |
| Conventions, spelling, grammar, sentence structure, etc. |  |  |  |  |  |
| Name of interviewee, organization or company, contact information. |  |  |  |  |  |
| Transcript with minimum 10 questions. |  |  |  |  |  |
| Reflection on what has been learned during the informational interview |  |  |  |  |  |
| Plans for next steps |  |  |  |  |  |

Overall:

Comments:

**Informational Interview Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exceeding** | **Fully Meeting** | **Meeting** | **Minimally Meeting** | **Not Yet Meeting** |
| 1-2 pages, double spaced, 12 point font |  |  |  |  |  |
| Conventions, spelling, grammar, etc. |  |  |  |  |  |
| Name of interviewee, organization or company, contact information. |  |  |  |  |  |
| Transcript with minimum 10 questions. |  |  |  |  |  |
| Reflection on what has been learned during the informational interview |  |  |  |  |  |
| Plans for next steps |  |  |  |  |  |

Overall:

Comments: