

## **Career Interview Assignment- Informational Interviewing**

**Interview paper 15 points**

**Interview speech 10 points**

Goal: Help you solidify that you are on the correct path to reach your goal.

**Please note this is not a job interview. If you present yourself seeking knowledge you will be amazed how much people want to help you.**

### Process before the interview:

1. Find someone in your chosen path of career.
  - a. Visit the career center and ask to speak to alumni.
  - b. Speak to one of your professors and ask them for contacts.
  - c. Ask your friends, neighbors, if they might know someone in that chosen field.
2. Sign up in class for your person and profession.
3. Schedule a time to set up a 20 meeting.
4. Prepare a list of 15 questions that might help you better understand the needs of the profession.
5. You should bring a pen and paper to record key points or **ask if you may record the conversation**. Please note it will take quiet a while to transcribe what you have recorded. Do what is most comfortable for you to gather the information.
6. You also want to ask for additional references for other people to meet.
7. You might ask for particular trade publications read in the industry.
8. You might ask for specific courses you may want to add to your field of study.

### Process after the interview.

1. Write a brief note and thank the person for the informational interview and the time they spent with you.
2. **Write a two to three page essay.**
  - a. Begin by stating the background information.  
Name, Position, Employer, Experience in the occupation
  - b. Review what new knowledge you gained on the field of study.
  - c. What information surprised you that you did not previously know?
  - d. Evaluate the interview process what helped and hurt you?
  - e. The last page of the essay should include a business card or contact information.

### Oral presentation

Prepare a three to five minute talk.

The talk is not a repeat of the essay.

Discuss two things you learned about yourself and the career field.

Make sure you follow the standard outline we learned for speeches.