

**Due: Monday, August 6th, 2018 via Moodle
Worth 20 points**

PURPOSE:

Informational interviewing is a lifelong skill which, when used properly, can have several purposes, including:

- To explore career interests and clarify your career goals
- To build self-confidence in a low-stress interviewing situation
- To gain insight into potential employers/organizations
- To expand your network and establish professional contacts
- To learn what skills and educational levels may be needed to acquire a position
- To get advice on how to enter a particular field
- To affirm or reject your career choice

By completing an informational interview you can see what a career is like from someone actually doing the job. Informational Interviewing is networking at its best!

HOW TO SET UP AN INFORMATIONAL INTERVIEW:

It is your responsibility to either phone or email the person whom you are interested in interviewing. People are generally helpful and willing to talk about themselves and their profession. Do not assume that you are bothering someone or that they are uninterested in meeting you. However, ask for approximately 20-30 minutes of your prospective interviewee's time, and do not go over the time limit.

INFORMATIONAL INTERVIEW PROJECT:

Your two-page written report, , MUST INCLUDE:

1. The individual's name, position, and their job. .
2. The individual's education and previous work experience, why you selected them, how and why they became involved in this career (i.e., did they major in this area or just "fall into it?").
3. Skills, personal qualities or experiences employers look for when hiring in this field. Does this job match your own skills and personal qualities? If not, in what areas do you need improvement?
4. Describe in several paragraphs the way the interview experience affected your knowledge about careers in general and careers in this field specifically. What new insights, information or ideas did you gain?
5. What are the working conditions (i.e., hours worked per week, office or cubicle, supervisory chain, etc.)? Can you picture yourself doing this job and/or working in this type of environment? Why? Why not?

CONDUCTING THE INFORMATIONAL INTERVIEW:

Sample Questions...

- What is your job like?
 - A typical day?
 - What do you do? What are the duties/functions/responsibilities of your job?
 - What kinds of problems do you deal with?
 - What kinds of decisions do you make?
 - What percentage of your time is spent doing what?
 - How does the time use vary? Are there busy and slow times or is the work activity fairly constant?
- How did this type of work interest you and how did you get started?
- How did you get your job? What jobs and experiences have led you to your present position?
- Can you suggest some ways a student could obtain this necessary experience?
- What part of this job do you personally find most satisfying? Most challenging? What do you like and not like about working in this industry?
- What things did you do before you entered this occupation?
 - Which have been most helpful?
 - What other jobs can you get with the same background?
- What are the various jobs in this field or organization?
- Why did you decide to work for this company?
- What do you like most about this company?
- Do you find your job exciting or boring? Why?
- How does your company differ from its competitors?
- Why do customers choose this company?
- Are you optimistic about the company's future and your future with the company?
- What does the company do to contribute to its employees' professional development?
- How does the company make use of technology for internal communication and outside marketing? (Use of e-mail, Internet, social media, video conferencing, etc.)
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
 - What is the best way to enter this occupation?
 - What are the advancement opportunities?
 - What are the major qualifications for success in this occupation?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- What are the skills that are most important for a position in this field?
- What particular skills or talents are most essential to be effective in your job? How did you learn these skills?
Did you enter this position through a formal training program? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- How would you describe the working atmosphere and the people with whom you work?
- Is there a basic philosophy of the company? If so, what is it? (Is it a people, service or product-oriented business?)
- What can you tell me about the corporate culture?
- What is the average length of time for an employee to stay in the job you hold? Are there incentives for staying in the same job?
- Is there flexibility related to dress, work hours, vacation schedule, place of residence, etc.?
- What work-related values are strongest in this type of work (security, high income, variety, independence)?

- If your job progresses as you like, what would be the next step in your career?
- If your work were suddenly eliminated, what kind of work do you feel prepared to do?
- With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
- How is the economy affecting this industry?
- What can you tell me about the employment outlook in your occupational field? How much demand is there for people in this occupation? How rapidly is the field growing? Can you estimate future job openings?
- What obligations does your employer place on you outside of the ordinary work week?
- What social obligations go along with a job in your occupation?
 - Are there organizations you are expected to join?
 - Are there other things you are expected to do outside work hours?
- How has your job affected your lifestyle?
- What is the salary range for various levels in this field? Is there a salary ceiling?
- What are the major rewards aside from extrinsic rewards such as money, fringe benefits, travel, etc.?
- From your perspective, what are the problems you see working in this field?
- What are the major frustrations of this job?
- What interests you least about the job or creates the most stress?
- If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
- What are the educational requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? An MBA? Does the company encourage and pay for employees to pursue graduate degrees?
- How well did your college experience prepare you for this job?
- What courses have proved to be the most valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job in this field?
- How do you think my college's reputation is viewed when it comes to hiring?
- How do you think graduation from a private (or public) university is viewed when it comes to hiring?
- How did you prepare for this work? If you were entering this career today, would you change your preparation in any way?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- What are the typical entry-level job titles and functions? What entry level jobs are best for learning as much as possible?
- Who is the department head or supervisor for this job? Where do you and your supervisor fit into the organizational structure?
- Who else do you know who is doing similar kinds of work or uses similar skills? What other kinds of organizations hire people to perform the functions you do here? Do you know of other people whom I might talk to who have similar jobs?
- Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
- What special advice do you have for a student seeking to qualify for this position?
- Do you have any special advice/"word of warning"/encouragement as a result of your experience?
- These are my strongest assets (skills, areas of knowledge, personality traits and values): _____
Where would they fit in this field? Where would they be helpful in this organization? Where might they fit in other fields? Where might they be helpful in other organizations?
- How would you assess the experience I've had so far in terms of entering this field?