

Informational Interview Guidelines

Professional Development Class

Georgia Southern University

Informational Interviews are an excellent method to learn more about career fields that interest you. For this assignment, you must interview one person from a career field that you may want to pursue. The following steps will assist you in the interview process:

- Identify a career field that you want to learn more about.
- Identify an individual that you may interview (no family members).
- Develop a list of a minimum 10 questions that you want to ask.
- Schedule an appointment to interview the individual. Be sure to dress and act appropriately.
- Interview the individual.

Write a report based on the interview. Include the following in the report:

Interviewees' name and title

Description of person's job responsibilities

Summary of the conversation

What you learned about the career field

Benefits and drawbacks of the working conditions

Your new view on whether the career field is right for you

The paper must be 1-2 typed pages (12 point font and 1" margins). A list of questions that you asked must be attached to the paper. The paper will be graded on the following criteria:

Content: 10

Grammar: 5

Organization: 5

Depth: 5

Total: 25

Shadowing Assignment

You should select a person in a career field that you are interested in pursuing. Conduct an informational interview with that person to learn more about the career field. In addition, you must spend 3 hours observing the individual in his/her work environment. Document the time spent with the person and provide a summary of the activities that you observed. You must turn in a signed form or letter from the person with his/her contact information. You may choose to spend all 3 hours at one time or spread it out into different days. I encourage you to spend more than 3 hours with the individual if your schedule permits.

Write a 3-4 page summary report. In report, you must include the following:

- ✓ Name and title of person you are shadowing
- ✓ Short description of the person's job responsibilities
- ✓ Summary of activities you observed
- ✓ Likes and dislikes of the person's responsibilities
- ✓ Summary of the informational interview
- ✓ Your opinion of the job (is this something you would want to pursue as a career)
- ✓ What new information did you learn about the career field?
- ✓ How was the actual job similar or different to your initial expectations?
- ✓ How did this experience contribute to your career network?
- ✓ Letter or signed form from the professional documenting the hours you observed

The paper will be graded on the following criteria:

Content: 30

Grammar: 15

Organization: 15

Depth: 15

Total: 75