INFORMATIONAL INTERVIEW PAPER
ASSIGNMENT DESCRIPTION

Assignment Purpose
You will interview someone who has the job or career that you are interested in pursuing to gain a greater understanding of your career interest, while expanding your professional network through the use of informational interviewing.

Informational Interview Guidelines
- The person you choose to interview may not be someone with whom you already have an established relationship. They must be someone new to you, otherwise you aren’t expanding your professional network.
- It is recommended that you seek an interviewee outside of your internship placement site in order to expand your professional network.
- You may conduct a face-to-face interview (best) or a telephone/Skype interview. You may not “interview” via email. This would be inconsiderate and unprofessional.
- Please read the “About Informational Interviewing” hand-out before proceeding.

Paper
The content of your paper will summarize and reflect upon your findings from the interview. Papers will be posted on the Sakai Discussion Board and should contain the following:

Introduction
- The name of your informational interviewee
- His/Her job title/position and the company he/she works for (if applicable)
- A brief description of his/her job or career field
- The reason why you chose to interview this person
- How you made the contact with this individual

Body
- **Summary** of the significant information you gained from your interviewee
- **Reflect** on what you learned/discovered from the Info Interview and…
- **Reflect** on how it pertains to your future and career interests

Conclusion
- Additional positive outcomes from your interview (e.g. did you get the name of another networking contact, did he/she offer to assist you in your job search, etc.)
- The impact this interview had on your career pursuits

*Please see the next page for the Informational Interview Paper grade rubric.*
Paper Evaluation Criteria
You are going to be graded/critiqued on both your content AND writing skills. It is important to practice relaying information in a concise, professional, and effective manner. You will be graded on the following rubric:

Content

- **Introduction**
  - Name of your informational interviewee
  - Job title/position and the agency in which he/she is associated
  - Brief description of his/her job or career field
  - Reason why you chose to interview this person
  - How you made the contact

- **Body**
  - Summary of the significant information gained from the interviewee
  - Reflection on what was learned/discovered from the info interview
  - Reflection on how it pertains to future and career interests

- **Conclusion**
  - Additional positive outcomes from the info interview
  - Impact the interview had on your career pursuits

Requirements & Quality

- Made a connection to someone new (did not previously know him/her)
- Grammatically correct and well written

Total _________ / 13