INFORMATIONAL INTERVIEW PAPER
ASSIGNMENT DESCRIPTION

Assignment Purpose
You will interview a professional who has the job/career that you are interested in pursuing. The purpose of the assignment is to 1) further define your career interests, 2) gain an insider perspective and advice on your job/career of interest, and 3) expand your professional network.

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 Content
The content of your paper will summarize and reflect upon your findings from the interview.

Introduction
- The name of your informational interviewee
- Interviewee’s job title/position and the name of the agency where they work (if applicable)
- A brief description of their 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

Paper Mechanics & Submission Instructions
Your paper should be 2-3 pages (double-spaced). It should be written in a word document, saved as a .DOC or .PDF file and uploaded to the Informational Interview Paper Forum as an attachment. As with all work you submit in this course, your paper should be well-written (appropriate language, proper use of grammar, spelling, and punctuation) and edited prior to submission.

*Please see the next page for the Informational Interview Paper grade rubric.*

Center for Career and Experiential Education, University of Rhode Island
**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
  - __________ / 1

- **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
  - __________ / 6

- **Conclusion**
  - Additional positive outcomes from the info interview
  - Impact the interview had on your career pursuits
  - __________ / 1

**Requirements & Quality**

- Made a connection to someone new (did not previously know him/her)
- Followed informational interview and paper requirements
- Grammatically correct and well written
- __________ / 2

**Total** __________ / 10