

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.*

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** _____ / 1
 - ___ 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** _____ / 6
 - ___ 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** _____ / 1
 - ___ Additional positive outcomes from the info interview
 - ___ Impact the interview had on your career pursuits

Requirements & Quality _____ / 2

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

Total _____ / 10