



INFORMATIONAL INTERVIEW ASSIGNMENT

WHAT IS IT?

The purpose of this assignment is to:

- Have an opportunity to connect with a professional who is in a career that interests you and/ or would like to explore.
- Find out about the realities of a career field, job, and/or industry.
- Build rapport and network with professionals.

IDENTIFYING CONTACTS

Be strategic! Use this assignment to interview any of the following individuals:

- Your supervisor and get to know him/her better.
- Your supervisor's superior, with whom you might not otherwise have the opportunity to connect.
- Someone at the organization whose role you are interested in learning more about.

APPROACH

- Contact the individual you are interested in interviewing. If you are interested in interviewing your supervisor's superior, ask your supervisor to introduce you.
- Inform them that the informational interview assignment is a part of your participation in the Academic Internship Program.
- Request a 30-minute in-person interview at a time convenient for them.

INTERVIEW

- Dress and act professionally.
- Establish rapport and demonstrate your interest in the interviewee's comments.
- The questions below are provided as a guide. You may modify and/or ask different questions based on what you want to learn, or where the conversation is going.

FOLLOW-UP/ THANK YOU

- Send a short thank you note within a day or two after your interview.
- Keep the interview information on file for future reference – the person may be an important contact for you later.

ASSIGNMENT SUBMISSION

- After completing the informational interview, respond to the reflection questions in AIP's InternLink under the Informational Interview/ Reflection Assignment tab of your current Learning Agreement by Friday of 7th Week.

AIP INFORMATIONAL INTERVIEW QUESTIONS

AIP Student Name:
Date:

Major:
Quarter:

Interviewee Name:
Company/ Organization:
Educational Institutions Attended:

Title:
Major/Program:

1. Describe the main responsibilities of your position.
2. What is most satisfying about your job and why?
3. What is least satisfying about your job and why?
4. How did you decide to get into this field?
5. What type of training and education have you attained? Has this helped you in this field, if not, what has?
6. What recommendations do you have for someone wanting to enter or progress in this field?
7. What skills and personal qualities are important for success in your field?
8. What do you do during a typical work day?
9. What are the opportunities for promotion or advancement?
10. Is this field expanding and/or developing into new directions? Please explain how.
11. What is the entry-level salary range in this field?
12. What professional organizations or industry associations should I consider joining to obtain additional information about this field?