



INFORMATIONAL INTERVIEWING ASSIGNMENT

Using provided resources as a guide, student identifies one or more professionals in a career field of interest (using personal connections, Career Services Job Board, LinkedIn, or other means), develops a series of 8-12 questions for individual to gain insight into the career field, schedules and carries out an in-person informational interview, and reports knowledge gained. Prior to actually conducting the informational interview, student is expected to submit 1) name/title/organization of interviewee and 2) list of questions to ask. Following informational interview student is expected to submit 3) a thank-you letter to the interviewee, and 4) a two-page essay discussing the information gleaned from not only the actual interview, but the process of arranging and following up on it.

Assignment learning goals:

1. Student will demonstrate the ability to connect with a professional in field of potential career interest.
2. Student will produce evidence of developing thoughtful questions to elicit personally meaningful insight into field of interest.
3. Student will demonstrate the ability to write a professionally acceptable thank-you letter.
4. Student will articulate in writing knowledge and insight gained into career field of interest.

Resources for student use:

- [Information Interview Handout](#) (pdf)
- [Job Search Handout](#) (including [thank-you letters](#)) (pdf)

Essay prompts:

1. How did it feel to contact and interview a professional in your field of interest?
2. What did you like/dislike about the person's office space and overall work environment?
3. Based on your conversation, what educational credentials (courses, degrees) are typically required for entry into this career field? Does this educational path correspond with your current plan of study?
4. What internship/volunteer experience does this person recommend for preparing for this career field and how might you obtain that experience during your undergraduate work?
5. What aspects of this profession match your interests, skills, and values? What aspects do not match your preferences? Explain. What did you hear that you liked the best and least?
6. If you are still interested in this field, what will you do next to further your exploration/preparation for it?
7. If you are no longer interested in this field as a result of your informational interview, what will you do next to continue your career exploration?

Additional Career Center resources for faculty and/or student use: • LinkedIn groups – professional groups,

*Questions? Call Career Services for further information and resources
(805) 289-6473/VCCareer@vcccd.edu*