**

INFORMATIONAL INTERVIEW & ESSAY

ASSIGNMENT

# of total assignment points

**Assignment learning goals:**

1. Students will demonstrate the ability to connect with professionals in field of potential career interest.
2. Students 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.

Using provided resources as a guide, **1)** students identify three or more professionals in their career field of interest to interview at a Career Development Center sponsored Career Fair (career fair dates/times/locations can be found here <https://link.mnsu.edu/careerevents> **2)** develops 5-10 questions to gain insight into the career field, **3)** registers for the career fair, **4)** signs up for three 10-minute sessions to carry out the virtual informational interview, and reports knowledge gained **5)** submits question list and informational interview to contact information to instructor 6) conducts informational interviews **7)** sends thank you emails **8)** reflects on experience and submits essay

***[# of points] Prior to attending Career Fair, students are expected to submit:***

**1)** Name/title/organization of interviewee

**2)** List of questions to ask

***[# of points]******Following informational interview(s) students are expected to submit:***

**3)** Thank-you letter/email to the interviewee

**4)** Two-page essay discussing the information gleaned from not only the actual informational interview, but the process of arranging and following up on the informational interview

# 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 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/co-op/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 because of your informational interviews, what will you do next to continue your career exploration?

**Resources for student use:**

* Information Interview Handout (pdf)
* How to do an Information Interview [**Candid Career Video**](https://www.candidcareer.com/video-informational%2Binterviewing%2Cbddaa88aa1b24bace450%2CMNSU)
  + Accessed from the Career Development Center’s Candid Career Video Library:
  + [https://www.candidcareer.com/video-informational+interviewing,bddaa88aa1b24bace450,MNSU](https://www.candidcareer.com/video-informational%2Binterviewing%2Cbddaa88aa1b24bace450%2CMNSU)
* Get Hired: Virtual Networking
  + Accessed from the Career Development Center’s Candid Career Video Library:
  + <https://www.candidcareer.com/video-virtual+networking,8ca55652d4b2c5569d74,MNSU>

**Additional resources for student use:**

* Job Search Handbook (pdf)
  + Accessed from the [Career Development Center’s Website](https://mankato.mnsu.edu/university-life/career-development-center/job-search-handbook/): <http://link.mnsu.jobsearchhandbook>
  + Stop by the Career Development Center 209 Wigley Administration (second floor) for a hardcopy.