

Informational Interview Career Assignment

By the end of this assignment, students should have the ability to:

- Identify a career pathway they are interested in pursuing.
- Understand the educational pathway and their corresponding occupations and wage potential.
- Understand how to utilize tools to learn more about specific industry jobs in our 7 - county region as well as where to search for them.

Instructor Directions: *This assignment requires your students to interview someone who works in the Career Pathway they've chosen to explore. Before assigning this to your students, you may want to consider resources that could help students connect with a potential interviewee.*

Student Directions:

Step 1: Go to EarnUp.org and look under Career Pathways. There, you'll find a library of reports on our region's targeted and support industries. After reviewing all of the pathways, select a Career Pathway you find interesting.

Step 2: Select a career or job that you think you may want to pursue

Step 3: For this assignment, you will conduct an informational interview with someone who works in your chosen career field. Informational interviews provide you the opportunity to learn more about the career from someone with first-hand knowledge.

- If you need help finding someone to interview, you may want to reach out a Career Advisor or a Counselor at your school to ask for guidance.
- Your instructor is a great resource! You may want to ask them for guidance, and they may know someone in your chosen field.

Step 4: Plan your interview. The following list provides some example questions. You can select questions that are appropriate for your target career or use these to help you develop your own questions. The goal of this interview is to learn more about a person's work, how to get started in this career, or how to effectively search for a job in this field. The interview can take place in person, or over the phone or a video conferencing platform.

Sample Questions:

Use your best judgement to decide which questions and how many questions you want to ask.

- What are your main responsibilities as a...?
- What is a typical day (or week) like for you?
- What do you like most about your work?
- What do you like least about your work?
- What kinds of problems do you deal with?
- What kinds of decisions do you make?
- How does your job affect your general lifestyle?
- What current issues and trends in the field should I know about/be aware of?
- What are some common career paths in this field?
- What kinds of accomplishments tend to be valued and rewarded in this field?
- What related fields do you think I should consider looking into?
- How did you become interested in this field?
- How did you begin your career?
- How do most people get into this field? What are common entry-level jobs?
- What steps would you recommend I take to prepare to enter this field?
- What kind of education, training, or background does your job require?
- What skills, abilities, and personal attributes are essential to success in your job/this field?

- What are the most effective strategies for seeking a position in this field?
- If you could do it all over again, would you choose the same path for yourself? If not, what would you change?
- What advice would you give someone who is considering this type of job (or field)?

Step 5: Submit an interview reflection paper with the following information:

Format for Reflection Paper

- Use Times New Roman—12-point font.
- Use double spacing with a 1-inch margin.
- Use professional language.
- Include Your name
- A two-page essay addressing the following prompts:
 - How did it feel to contact and interview a professional in your field of interest?
 - 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? Does it match what you learned about the career on EarnUp.org?
 - What internship or volunteer experience does this person recommend for preparing for this career field and how might you obtain that experience while you are in high school or college?
 - 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?
 - If you are still interested in this field, what will you do next to further your exploration/preparation for it?
 - 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?

Informational Interview Response Rubric:

Criteria	Ratings			
	Exemplary	Meets Expectations	Developing	Beginning
Quality of Content	Fully addresses all aspects of the assignment. Gives very specific information regarding the informational interview.	Answers address most aspects of the assignment. Answers contain specific information.	Answers address some aspects of the assignment. Answers contain some specific information.	Content is missing and/or text is copied directly from source.
Mechanics	Execution is excellent. No grammar or writing errors.	Well executed. Few grammar or writing errors.	Execution is poor. Many grammar or writing errors.	No assignment submitted or submitted late.