**LEARNING OUTCOMES**

First Year Seminar students conduct an informational interview will be able to:

- Question the differences among industries and organizations and from people in those fields
- Distinguish if a particular field is a fit for them based on the answers they received and apply to their own values, interests, personality, and skills

**ACTIVITY IN CLASS**

**Activity Time**

15min + Out of Class (times will vary)

**PREPARATION**

Informational Interviewing Tip Sheet #6

**PRINCIPALS OF UNDERGRADUATE LEARNING**

- Understanding society and culture- analyze and understand the interconnectedness of global and local communities
- Integration and application of knowledge- work across traditional course and disciplinary boundaries

**DEBRIEF WITH CLASS**

**Why is informational interviewing important?**

- This is the best point of reference for getting your questions answered. People who are doing what you want to do have the inside scoop and will save you time, guide you down the path for the most marketability and help you understand what it will take to succeed in their field.

**Who should you interview and how do you initiate a connection?**

- Start with people you know (your friends’ and families’ contacts). Branch out from there to alumni and other professionals through networking events and LinkedIn.

**REFLECTION**

1. What questions did you ask and what answers did you receive?
2. What did you learn from the informational interview?
3. What are your next steps?
INSTRUCTIONS

1. Informational Interviewing Steps

Find Someone
Reach out to a professional willing to answer your questions and point you in the right direction.

Prepare
Do industry and company research for your contact so you have context as you ask them questions. You are the one interviewing, so you must be ready to interact.

Follow-Up
Send a thank you email or hand-written note right away. Anyone you interact with is freely giving of their valuable time.

Reflect/ Take Action
Do not waste the valuable information you receive. Use it to either continue down your path with more clarity or change courses.

* Feel free to use Informational Interview PP Slides to describe steps involved.

2. Tools to Use

Verbiage to use with your students:

Your Network
Your network at this point includes your friends, family, professors and co-workers. Start by reaching out to them and giving them a specific objective. For example, you may start sharing with your network that you are looking for someone in Supply Chain Management to meet with and learn more about how to become marketable and gain exposure and experience as an undergraduate student.

LinkedIn
LinkedIn is a great tool to use to find professionals who might not otherwise be connected to you. You can learn about their background and who they might know, who you know. You can send a quick message and see if they are willing to answer your questions.

3. Where this Fits Within Career Development Process

Networking helps students confirm a path or investigate a new one. It will also help them gain early information about what they need to do now to ensure they are marketable upon graduation. Learning from people on the inside is the most valuable use of anyone’s time.