Informational Interview Assignment

PURPOSE To give students an opportunity to learn about potential job opportunities and develop professional contacts that will help them navigate future job uncertainties.

OVERVIEW Students are asked to conduct an informational interview with someone whose position relates to the class content. Often, students will choose a person in a company they have an interest in joining or a person holding a job they’d like to have one day. They can do this alone or with a partner, and are asked to prepare a 6-8 min presentation (either live or pre-recorded) about the experience. Students are given instructions on how to approach someone to request an interview and how to follow up after the interview.

CONTEXT This activity was developed in a Business class, but could be used in other departments.

BENEFITS Students report that this activity has helped them to learn about different jobs and career opportunities. They also learn that things are done differently in practice than in their text books. Many students have received jobs based on contacts they made through this activity, and other students have reported they feel more confident in approaching potential employers in the future.