**Purpose:** There are two main purposes of this assignment:
1. You will get to practice your informational interviewing skills.
2. You will get the same benefits you would get in a “real” informational interview, including valuable data about your possible career future.

**Content:** You will identify a person who currently holds a position you can see yourself in five years from now. This person should not be a direct supervisor of yours, a friend, or a family member. You will interview this person with the goal of learning everything you can about her/his job and what you would need to know in order to do what your interviewee does.

You should develop your own list of questions (and certain unplanned questions will surely come up during the interview). Feel free to use the questions listed on page 192 of the Hamilton text or the questions used during the interview lecture as a starting point (but you should be creating your own questions, too).

If you do not know what position you would like to hold five years from now, this exercise is a great way for you to narrow your list of possible careers.

**Evaluation:** After the interview, you will write a three to four page paper in which you should discuss what you learned in the interview. You will be evaluated on the following components:
1. *Questions:* Did you include a list of the questions you asked during the interview (not included in the page limit)? Are the questions clear, smart, creative and appropriate?
2. *Analysis:* What did you learn during the interview? If you had any preconceptions, were they confirmed? Did anything surprise you about the position or the person who holds it?
3. *Self-evaluation:* How did you do as an interviewer? What were your strengths and weaknesses? For your next informational interview, do you plan to do anything differently?

**Important:** Certain factors can make or break you on this assignment:
1. Be sure to ask for 20 – 30 minutes of time when you schedule the *in-person* interview. If you do not get distracted, you should not need any more time (and most potential interviewees will not have more time to give you for such an interview). Email interviews are not allowed.
2. You might wish to record the interview for transcription purposes. If you do record your session, remember to ask your interviewee’s permission first.
3. Please attach your interviewee’s business card to your paper.
4. PLEASE remember to thank your interviewee for her/his time. A simple handwritten note is appropriate.