**  
EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Informational Interview |
| **Task type:** | Written Assignment |
| **Value:** | 25% |
| **Length:** | 800-1000 words |
| **Level:** | Transition Out |

# Task Objectives:

* Apply communication and interpersonal skills to conduct an informational interview (communication; initiative and enterprise; self-management; planning and organising)
* Reflect on how an informational interview might influence your career goals and interests (reflection; problem solving; critical thinking)

Task Rationale:

An informational interview is a key networking and career exploration tool available to help you gain a better understanding of your future occupation and industry. The ‘insider’ information you get from professionals can help give you clear insights into the types of skills you will need, what to expect day-to-day in particular roles or organisations, tips for the recruitment process and ideas about how to attain volunteer work. Like many other activities you will undertake while you are preparing for your career, this task may seem daunting. You should know that many students who have conducted these types of interviews rate them as one of the most useful things they did to help them understand their industry, their future career options and to understand the links between their university learning and future career.

# Task Description:

# For this task you need to:

**a)** Conduct an ***informational interview***

**b)** Record the details of your interview (questions asked and summary of responses) in your PebblePad workbook - ***this is a hurdle requirement for this task.***

**c)** Write an **800 - 1000 word** ***reflection*** (structured essay) on how you will use the experience and information you have gained.

# Additional information:

* Do this first – ‘Information Interviewing Tutorial’ at <http://www.quintcareers.com/informational_interviewing.html>

Then,

1. Identify some companies or organisations in which you would like to work, or some positions that you would like to fill.
2. Identify some people that you would like to interview.
3. Research the companies/organisations. What do they do? What do they produce? This is vital.
4. Research the person/position.  What do they do?  Use LinkedIn and a Google search.
5. Contact your prospective interviewee by phone or email to request an appointment. Whilst you only need to conduct ONE interview for this task, you might need to contact a few people to secure an interview. (You might do some more for your own benefit later).
6. Formulate the questions you will ask. What do you really want to know about the company or position and how the person got there?
7. Attend and conduct your interview.  If you want to record the interview, you MUST seek permission from the interviewee BEFORE the interview starts.
8. Write notes during and immediately after the interview - record these in your PebblePad workbook.
9. Write your reflection.

* **Tips for structuring your informational interview reflection -** The purpose of your paper is to summarise and reflect on your findings from the interview. You may choose to structure your reflective writing (structured essay) in the following way:

**Introduction**

* The name of your informational interviewee
* His/her job title and the organisation he/she works for
* A brief description of his/her role
* The reason you chose to interview this person

**Body (use Summary of Interview or something similar for title of this section)**

* **Summarise** the significant information you gained from your interviewee
* **Reflect** on what you learned or discovered from the interview
* **Reflect** on how it pertains to your future and career interests

**Conclusion**

* Additional positive outcomes from your interview (e.g., did you get the name of another contact, has this person offered to help with your job search or work experience etc.)
* The impact this interview has on your career planning (e.g., you may choose to update your Career Action Plan based on this new information).

# Rubric:

| **Criteria** | **Outstanding**  *A mark of 21 - 25 out of 25 will typically be awarded for a response that shows these things* | **Good**  *A mark of 15 – 20 out of 25 will typically be awarded for a response that shows these things* | **Minimum Standard**  *A mark of 10 – 14 out of 25 will typically be awarded for a response that shows these things* |
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| **Preparation** | Introduction includes a clear rationale for your choice of interviewee and how contact was established.  Succinct explanation of the link between your choice of interviewee and your Career Action Plan.  Brief overview of the pathway taken by the interviewee to achieve the role, and how that relates to your own plans. | Introduction includes a clear rationale for your choice of interviewee and how contact was established.  Explanation of the link between your choice of interviewee and your Career Action Plan.  Brief overview of the pathway taken by the interviewee to achieve the role, and may include how that relates to your own plans. | Introduction includes some rationale for your choice of interviewee and how contact was established.  Basic identification of the link between your choice of interviewee and your Career Action Plan.  Brief overview of the pathway taken by the interviewee to achieve the role. |
| **Reflection** | Clear articulation of new knowledge or insight gained through the interview shows high level of critical thinking and reflection. May include an element of problem solving.  Includes an analysis of how this insight supports or contradicts your long-term vision as described in your Career Action Plan.  There is strong evidence to show that a reflective framework such as STARL-P or DIEP has been used to write reflection. Evidence includes at a minimum completion of all parts of the selected framework.  Reflection includes exploration of what it takes to be successful in the target field/position in relation to your interests, values, personality and skills. | Good articulation of new knowledge or insight gained through the interview shows critical thinking and reflection.  Includes a discussion about how this insight relates to enacting your Career Action Plan.  There is evidence to show that a reflective framework such as STARL-P or DIEP has been used to write reflection but there might be some inaccuracies in the interpretation of some parts of the framework.  Reflection may include evidence of research into being successful in the target field/position and how that relates to your career aspirations. | There is basic articulation of new knowledge or insight gained through the interview about field/position.  There is some reference to how this insight will impact how you will enact your Career Action Plan.  Reflection is a simple narrative with little evidence to show that a reflective framework has been used. |
| **Presentation** | Writing is clear, concise, and well organised with excellent sentence/paragraph construction.  Thoughts are expressed in a coherent and logical manner.  Professional language is maintained throughout with no errors in spelling and grammar.  If references are included, there is consistent and correct use of a recognised system of referencing. | Reflection is structured in a way that is easy to read using headings and paragraphs for example.  Professional language is maintained throughout with almost no errors in spelling and grammar.  If references are included, there is consistent and correct use of a recognised system of referencing. | Reflection is organised in paragraphs.  Professional language is maintained throughout with few errors in spelling and grammar.  If references are included, there is consistent and correct use of a recognised system of referencing. |