

Informational Interviewing

Objective: To learn about a career field of interest from a professional currently working in that industry.

Directions: Contact a professional in a job or career field of interest to you. This person can be a friend, colleague, supervisor, family friend, alumni, etc. **You MAY NOT use a family member.** Contact the individual via email or phone in plenty of time for the assignment to be completed and set up a time to speak. Be courteous and respectful of their time and be available to work around their schedule. Use the Center for Career Development's guide to informational interviewing to choose questions to ask your contact. <https://career.utk.edu/students/develop-career-tools/interviewing/informational-interviews/>

Additional Considerations:

- Use your network of contacts or search for UT alumni on LinkedIn to find a professional to interview. Discuss with your instructor if you have difficulty finding someone.
- While informational interviews are not job interviews, there have been times that students have networked through this assignment leading to an internship or job in the future.
- This assignment should be done with the utmost professionalism

Reflection:

After the interview, submit a two-page reflection on the interview including the following:

- Name of Interviewee
- Title
- Area of Expertise
- Why you chose this professional to interview
- What you learned about the job, career field or industry from this assignment
- Was there any information you received that was new to you or surprising?
- How do you feel about this experience?
- Include other information you feel important to share