

Career Informational Interview and Team Roundtable Project



Project Overview

Individual Interview

- Plan Interview
 - Who, What, Why, When, Where, How
 - Questions - Team and Individual
- Conduct Interview
 - Beginning – Course Requirements
 - Middle – Q/A
 - Conclusion – TY and Documents
- Follow-up/Thank you

Team Roundtable

- Planning Meeting
 - Roles/Responsibilities
 - Common Questions
- Progress Meeting
 - Plan Final Meeting
 - Update on Progress to Date
- Final Meeting
 - Prepare Agenda
 - Discuss Interview Findings
 - Compare/Contrast
 - Reach Conclusions
 - Prepare Minutes

Set up the Interview

- Email or Telephone Call
- Introduce Yourself
- Make the Request
- Provide the Details
 - Purpose/Time
 - Type of Questions
 - Shared with Roundtable Team
- Courteous Close
- Send Confirmation Email with Questions



Prepare for the Interview

- Confirm Interview - Email
 - Date, Time
 - Location, Parking
 - Dress
 - Send Questions in Advance
- Prepare Questions
 - Open-Ended Questions
 - Primary vs Secondary Questions



Conduct the Interview - Opening



- Smile
- Introduce Yourself
- Firm Handshake
- Reinforce Purpose
- Share Letter from Instructor
- Share Evaluation Form
- Preview Interview

Conduct the Interview – Q/A

- Tell me about your position.
- What do you like most? Why?
- Could you describe a typical day?
- What do you find most challenging? Why?
- What advice do you have for new graduates?
- Other questions?



Conduct the Interview - Closing

- Summarize/Clarify Key Points
- Ask if he/she has any questions
- Assure confidentiality if requested
- Secure evaluation form
- “Thank You” with a Handshake!



Follow Up after the Interview

Handwritten or Email Thank You

- Thank you for meeting with me to
- The information you provided on
- I found _____ especially interesting
- I will be sharing a summary of our interview with
- Thanks again for

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Possible Topics for Interviews

- Job Responsibilities
- Typical Work Day
- Educational Preparation
- Typical Entry-Level Salary and Benefits
- Possibilities for Advancement
- Advice Based on Your Experience
- Resume Advice
- Others

Orientation Meeting - Interview and Roundtable Team

15 Minutes – Date/Location

Opening – 3 Minutes

- Greeting/Purpose – Assigned Leader
- Establish Roles – Facilitator, Recorder, Others
- Preview Today's Agenda and Adjust as Needed – Facilitator

Discussion – 10 Minutes

- Introduce Yourself – Name, Major, and Career Interests
- Review Interview and Roundtable Project - Facilitator
- Discuss Possible Team Questions – Roundtable Members
- Discuss Any Other Business

Closing – 2 Minutes

- Summarize Today's Progress and Action Statements – Facilitator and Recorder
- Announcements

This Week's Recorder Duties

- Post Team Meeting Summary in Private Team Discussion Forum
- Summarize Meeting
 - Contact Information
 - Roles – Team Leader, Recorder, and Members
 - Suggested Team Questions for Interview
 - Action Statements – Who, What, By When?
 - Questions/Concerns