

INFORMATIONAL INTERVIEW ACTIVITY

Objective

The objective of this informational interview activity is to empower students to gain valuable insights and network with professionals in their desired field or industry. By the end of the activity, students should be able to:

1. Understand the purpose and benefits of conducting informational interviews.
2. Identify and reach out to professionals in their desired field for informational interviews, utilizing resources such as the UGA Mentor Program and the University of Georgia LinkedIn Alumni Tool.
3. Prepare thoughtful and meaningful questions to gather insights and advice.
4. Conduct effective informational interviews to learn about career paths, industry trends, and professional experiences.
5. Build and expand their professional network through these interactions.

Assignment

1. Utilize your existing professional network, the [UGA Mentor Program](#), or the [UGA LinkedIn Alumni Tool](#) to identify a professional in a job or career field of interest to you.
2. Contact the professional via email, phone, via the UGA Mentor Program platform, or via LinkedIn to request an informational interview. Be polite and professional in your communication, expressing your interest in learning from their experiences. Request a convenient time to speak, keeping in mind that the interview should not exceed 30 minutes to be considerate of their time. The informational interview can take place in-person, over the phone, or through video conferencing platforms like Zoom.
3. Prepare 6-8 thoughtful and relevant questions to ask during the informational interview. You can refer to the [UGA Career Center's Informational Interview Question list](#) for inspiration.
4. Conduct the informational interview with the professional as scheduled. Be punctual, attentive, and respectful during the interview. Take notes during the conversation to capture important insights and details.
5. After the interview, submit a 1-page reflection document that includes the following information:
 - a. Name of the interviewee
 - b. Title of the interviewee
 - c. Area of expertise of the interviewee
 - d. Explain why you chose this professional for the interview.
 - e. Share what you learned about the job, career field, or industry from this assignment. Highlight key takeaways, insights, and any new perspectives gained.
 - f. Discuss any information you received during the interview that was surprising or unexpected to you.
 - g. Reflect on your overall experience of conducting the informational interview. How do you feel about the process and the knowledge you gained?
 - h. Include any additional information you find important or relevant to share about the interview experience.

Resources

- Informational Interviews 101 https://career.uga.edu/informational_interviews
- Build Your Network https://career.uga.edu/build_your_network
- UGA Mentor Program <https://mentor.uga.edu/>
- Find a UGA Mentor <https://career.uga.edu/mentor>
- UGA LinkedIn Alumni Tool <https://www.linkedin.com/school/university-of-georgia/people/>
- How to Leverage LinkedIn https://career.uga.edu/leverage_linkedin