INFORMATIONAL INTERVIEWING ASSIGNMENT

Utilize SJSU² Quick Connections or another professional network to schedule a 15-30 minute meeting with an alumni or other professional in your industry or field of interest. All alumni and other professionals on the SJSU² platform are volunteers. Please plan for at least 5-7 business days from the time that you send a request to receive a response from a mentor. Ahead of the meeting date/time, prepare at least 4 questions for your alumni or other industry professional to interview them about their job.

Example questions include:

- What is a typical day like at your job?
- What got you interested in this field/job/organization?
- Which courses that you took in college were/are most beneficial to the work you do now?
- What are the key skills that one needs to be successful in this field?

For additional questions and tips, see the SJSU Quick Connections Mentee Guide under the FAQs tab or refer to the Conducting an Informational Interview section (page 5) of the Job/Internship Search Guide.

During the meeting, make sure to take notes on the alumni or other industry professional’s responses to your prepared questions. After the meeting, write a 500+ word reflection about your plans for the future based on the information gathered from your conversation. Treat this like a journal entry.

Questions you might consider answering in your journal entry include:

- What is one thing you learned from your informational interview that surprised you?
- What skills do you already have to enter your career field of interest? What do you still need to build and how might you do so?
- Do you still need more information about your career of interest? Who else might you need to connect with to get answers?

You may reach out to more than one alumni/other industry professional. Make sure that you connect with at least one person. Be flexible in finding a mentor. If you don’t find anyone in a specific field or industry of interest, broaden your search. Use different filters available to you such as major or company or position title. You can still learn a lot from someone who is working in a field that might be slightly different from what you may have originally had in mind.

You are welcome to access Quick Connections after this assignment is complete.
HOW TO ACCESS SJSU² QUICK CONNECTIONS

Do you need an insider to help you explore a career field or industry? Access SJSU² Quick Connections to view profiles of alumni and other industry professional mentors from a diverse range of fields who can help you achieve career success.

Quick Connections are short, 15-30 minute, one-time career conversations (informational interviews) between an SJSU student and a mentor (faculty/staff, alumni, or other industry professional).

Steps to Connect with Alumni/Other Industry Professionals
1. Go to sjsu2.peoplegrove.com. Click Login and use your SJSUOne ID (SJSU SSO) to sign up.
2. Complete the registration questions and add a professional photo.
3. Once logged into the platform, select your profile photo (top right) and choose My Preferences from the dropdown menu.
4. Select Account (left toolbar) to see the email address you have connected to the platform. Note: if you need to change this, please update your preferred email on MySJSU.
5. After confirming your email settings, select the Quick Connections tab to view profiles of alumni and other industry professional mentors from a diverse range of fields who can help you achieve career success.

You may reach out to more than one alumni/other industry professional. Make sure that you connect with at least one person. Be flexible in finding a mentor. If you don’t find anyone in a specific field or industry of interest, broaden your search. Use different filters available to you such as major or company or position title. You can still learn a lot from someone who is working in a field that might be slightly different from what you may have originally had in mind.

Here are some questions you might ask:
• What is a typical day like at your job?
• What got you interested in this field/job/organization?
• Which courses that you took in college were/are most beneficial to the work you do now?

For tips on how to connect with professionals, see the SJSU Quick Connections Mentee Guide under the FAQs tab or refer to the Conducting an Informational Interview section (page 5) of the Job/Internship Search Guide.