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## INFORMATIONAL INTERVIEWING ASSIGNMENT

Utilize SJSU<sup>2</sup> 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 SJSU<sup>2</sup> 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.

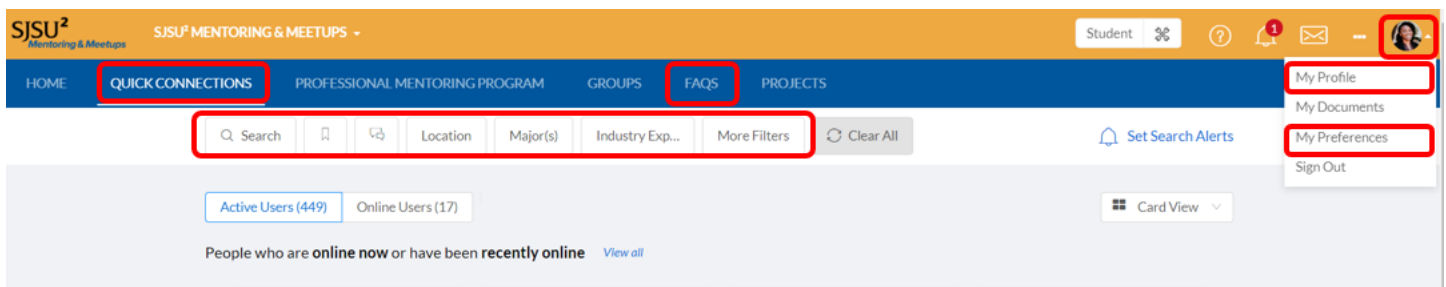
# HOW TO ACCESS SJSU<sup>2</sup> QUICK CONNECTIONS

Do you need an insider to help you explore a career field or industry? Access SJSU<sup>2</sup> 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](https://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](#).