

INFORMATION INTERVIEW

APPLIED PSYCHOLOGY 160 (100 Points)

This assignment is designed to assist you in gaining first hand information and knowledge regarding a career position of interest to YOU. **You are to select an individual to interview that YOU DO NOT KNOW**, employed in that career. In theory, the career should matche your self-assessment data from your summary profile sheet (Homework assignment #7). You are to schedule an appointment (minimum 30 minutes) to meet with this individual at their place of employment for this “Information Interview”. You should be prepared to ask pertinent questions* of this person’s position and career field.

*(Use the sample information interview (below) only as a ‘guide’. However, please do not simply go down the list and be done with it! **THINK ABOUT & ASK QUESTIONS YOU WANT TO KNOW**, not just the ‘sample’ questions.)

To complete this assignment satisfactorily: **Write a paper approximately 4 pages (Repeat, 4 PAGES) in length. This paper has two parts.**

Part I (50 points, 2 pages): Describe how the Information Interview went, any difficulties you encountered, what worked ‘well’, what facts you learned about the career, etc

Part II (50 points, 2 pages) Describe your reaction (thoughts, feelings, and conclusions) about the position. Discuss how this position matches your self-assessment data, including the relationship, for example, to your Holland Codes, your priority values, preferred skills, and Myers-Briggs personality characteristics, etc.

Please remember that you will receive points for a thorough discussion in both areas. Try to distribute your efforts between the two sections evenly.

Suggestion: If you feel you already are ‘well informed’ regarding your likely ‘first career choice’, take a chance. Find someone in a career that represents ‘another’ future possibility for you! Challenge yourself to find ‘something’ valuable for YOU in this assignment! You should also consider this a personal goal for any career you might wonder about well beyond this semester. Use this throughout your voyage. This is a dynamite tool to confirm an interest before you invest significant time in an area you might not fully understand. For careers you pursue, it is great opportunity for networking/contacts prior to the application.

THIS ASSIGNMENT IS DUE

Both Day & Night Class: Session 29 (optional EARLY date: Session 27)*

****Student who anticipate the possibility of reaching 900 points before the “final” and seek an evaluation for possible exemption MUST return the Information Interview by the “optional early date” to qualify for a ‘pre-final evaluation’! No exceptions!***

Applied Psychology 160
Information Interview Possible Questions

This page is intended as possible suggestions for your Information Interview. Remember your goal is to ascertain information critical to YOU in reaching or affirming a possible career choice. This is your life! Take charge. Make the most of this experience! Edit/Add your own stamp to these questions!

1. Name of person you are interviewing and their title/occupation
2. Name & Location of their organization.
3. How did you chose this particular career and what path led to it?
 - How long have you been in this career?
 - Were there other positions you held that helped led to this position?
 - Have you worked in any other career fields, and if so, what are they?
4. How much education is necessary for this career?
 - What level of education is required or helpful for an entry-level position in this career?
 - Does your education extend beyond the entry-level requirements?
 - If yes, was it critical to this position or not?
 - What *level* of education would they recommend to you?
 - How much did your college training prepare you for the skills needed in this career?
 - What are the college majors, certificates, or training programs you would recommend?
 - Any specific courses you would recommend to enhance the education for this career?
5. What personal qualities are most important in this occupation?
6. What are the positions a college graduate with no experience might expect as the starting point?
7. Are there opportunities in this field:
 - With no college experience?
 - Part-time while attending college?
 - Paid Internships while in college?
 - Volunteer Work?
8. Are there OTHER volunteer or work experiences that would be advantageous for this career?
9. What skills do you feel are most important in this career?
10. What are the sources of satisfaction in this position?
11. What are the sources of frustration or disappointment in this position?
 - How do you handle these situations?
11. What is the short term and long term employment outlook for this career?
12. Would you mind telling me the salary range (entry level? Advanced positions? 10 years exp?)
13. What are the responsibilities for your position?
 - What are the responsibilities for an entry-level position (if different)?
14. What are the opportunities for promotion/advancement within this field?
15. How long does it take for advancement to become a realistic possibility?
16. Are there job related pressures for your position? If yes, what are the sources of this pressure?
 - Outside the company? Your Boss? Yourself?
17. Assuming all jobs have 'problems' to deal with, what types of 'problems' do you solve?
18. What are your working conditions? Private space? Movement through out the day? Meetings?
 - Inside/Outside work? Work alone? With a few people? With many? With new people often?
19. Is there a particular social life style or 'culture' included with this type of career?
20. Is there a professional association in this career that I could contact for further information?
21. Is there anyone else you would recommend or refer me to for additional information?

Thank them for the time they took and the information the provide!
Make sure you have an address for them! (Send a Thank You Note. It can pay dividend in the future!)

This handout Paraphrased from "Tom Casey's Structure Interview"