

Guest Teacher's name: Shriya Pandey

Department: English

Day: Saturday

Date: 2020/04/18

Subject: B. Com, Fourth Semester

Time- 10:45 a.m.- 11:45 a.m.

TASK FOR TODAY

Submit by 5:00 p.m 19th April, 2020.

Write an 'Information Interview' referring to the prototype given below.

The Information Interview
Case Study Essay and Career Timeline
GLC 20

Name _____ Due Date _____

How to conduct an information interview with a person in a career field that interests you
Information interviews are fact-finding conversations that will help you gain insight into an industry, occupation or a specific employer, learn what types of skills are needed in the job, and establish contacts that may help you find employment in the future.

Your desired outcome after the interview:
First-hand information about the career field you are interested in
Knowledge about the skills and qualifications needed for a job in that field, to be able to assess how to develop your skills, interests and values
An idea about a typical day and feelings employees encounter on the job
Knowledge about the industry, recent trends, developments, and business language used
Contacts and a network for the future

Step 1: Find someone to interview through your network
Ask friends, parents, family members, teachers, career counsellors, and acquaintances if they know anyone employed in the career you are researching. You may also get interview ideas by looking through the Yellow Pages in the phone book.
Important note: When you ask, tell them that you are seeking advice and information on the field, and not a job!

Step 2: Prepare your information interview
It is a process that you initiate. You select the people with whom you wish to talk, schedule the meetings, begin the questions and steer the flow of conversation. Prepare well in advance before your meeting.

- Learn as much as you can about the organization.
- Gain some knowledge about the person you will meet, the employer, the products or services, size,

Tell your prospect interviewee the following: your name, how you found out about him/her (name the mutual acquaintance, if applicable), why you are contacting him/her. Then ask if you could interview him or her.