**Informational Interview**

You will be completing an informational interview with a peer during BTM 100 class in order to complete this activity/assignment.

Complete the 3 sections below and upload your completed document to Canvas.

Be sure to complete ALL 3 parts: you will be turning in your research table, questions, and written report.

**Step 1- Research:** Researching before an informational interview is important, and it’s important that you use your time wisely by asking questions you can’t find answers to online or in company literature. Please fill in the below:

|  |  |
| --- | --- |
| Name of the person you are interviewing: | Kaleb Castle |
| LinkedIn: | <https://www.linkedin.com/in/kaleb-castle-60601a1ba/> |
| Primary career field/specialty: | Bookkeeper  Ecommerce Manager |
| Professional training/certifications: | None |
| Education: | Hillsboro High School |
| Skills and accomplishments: | Customer Relationship.  Retail, Money Management etc. |
| Connections of interest:  (who do they know?) | None |
| Current job title: | An emerging professional at Year up |
| What are the skills / responsibilities for that job? | Learning a new thing everyday and connecting with people. |
| Current company if working: | Not working |
| What does the company do? | Not working |
| Past job titles and places of employment: | Senior Games Associate at GameStop  Bookkeeper at Cheese Monger  Ecommerce Manager at Kroger |
| Additional Notes | Good communication skill. |

**Prepare Questions:** For each category, write at least **two** questions to ask:

|  |  |
| --- | --- |
| Background / path to success | -**What is success for you?**  Success is being able to pay all my bills and having leftovers to save. Since I grew in financial crisis, I want to overcome that and live a comfortable life with financial freedom.  -**How does your background relate to your current path?**  I have been fascinated by electronics since I got the opportunity. I love computers and spending time trying to learn new things. So, the love I have for computer push me to be in Year up. |
| Job responsibilities/experience and skills required (past or current) | **- What are the skills needed for your past jobs?**  Communication  Customer Service  Team and Time Management  Sales Management  **-How can you use these skills for your future?**  I would use all the people and communication skills for my career path which is Program Management. I will my skills to be a good leader. |
| Career field in general (questions about current or future type of work they do) | **-What do you want your future career to be?**  My first option is going to be Program Manager since I’m good with people. My second option is going to be Application development.  **-What steps are you taking toward your future career?**  By far the biggest step I take toward my future is to join Year Up and meet people. Another can be developing my leadership skill in LinkedIn Learning. |
| Company specific (questions about where they have worked) | **-Can you tell me the pros and cons of your previous jobs?**  Bookkeeper Pros: - Working on a computer all day.   * Got a bunch of free time.   Cons: - Being alone all day.   * Not good for socializing with people.   Ecommerce Manager Pros: - Connecting with new people.  Cons: - Busy the whole time.  **-Why did you leave your previous jobs?**  The reason I left the ecommerce manager position is because I moved from Ohio to Seattle.  The reason I left bookkeeping is to go Year up Puget Sound and fully commit myself from my future growth and development. |
| General advice / career development | **-Anything you recommend/advise others?**  Do the things you love. I have been into computers, but I wasn’t committed to it trying to do different thing, so I advise everyone if you love something do that thing and all the other things follow.  **-What do you think are the hard and soft skills needed for you to succeed?**  Since my first choice is Program Management which require more soft skills than hard skills, I still want to develop good programming skills to help my colleagues and be a good leader by involving team work in my leadership path. |

**Report:** Please write a brief report on what you learned from your informational interview

1. **What did you learn by talking to this person?**

* When talking to this person I learned the communication is a necessary skill to develop. And I also learn that committing to one thing has a good result. Finally, to do things I love the most is a main thing in life.

1. **What 3 things went well during your informational interview? (3 strengths)**

* Good communication with each other.
* Openness in our conversation.
* Giving good feedback to each other.

1. **What 3 things could have gone better for your informational interview? (3 growth areas)**

* Having more questions for each other.
* We did our informational interview virtually so I would say I could have been better if we did it in person for another time.
* Having a detailed plan for our future. We both have a plan for our future career, but I would encourage that we would have a very specific and clear plan.