**Informational Interview Assignments**

MGT200: Spring 2016

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Interview Based Organization Analysis Reports – 25%

You will need to complete 3 different interviews with different professionals in different organizations over the course of the term. The interviews will give you an opportunity to develop vital communication skills, learn about careers and organizations that interest you, and apply your growing competencies in organizational analysis.

1. The first interview will be a career focused “information” interview with a family acquaintance working in a field that interests you. Details of the interview protocol will be described in class on January 27. A written report summarizing what you learned will be due on February 24.

After you have conducted your informational interview, please write a one- to two-page reflection piece on your experience. Here are some questions to guide and prompt your reflections:

* Who did you meet with for your informational interview? How did you initiate the meeting?
* What did you learn from your informational interview?
* How did this conversation inform your thoughts and feelings about the career field you are exploring?
* What would you do differently during your next informational interview?
* What are three action steps you will take as a result of the learning you obtained from your informational interview?