

Sample Assignment #3

Informational Interviews of an Employer attending the Career Fair

Objective:

Develop informational interview questions of Employers attending the Career Fair

Learning Outcomes:

- Students will be able to craft meaningful interview questions of employers to explore more about the profession--.

Directions:

STEP 1: Preparing for Fair & Interview Questions

To prepare for the Career Fair, other than what you have already done, read the following three (short) articles and watch a short video:

1. Read "[The Skills Gap and the Seven Skill Sets that Employers Want: Building the Ideal New Hire](#)"
2. Read "[Job Outlook 2016: Attributes Employers Want to See on New College Graduates' Resumes](#)"
3. Read "[Soft Skills in the Workplace](#)" (you don't have to watch the videos, although I recommend it!)
4. Career Development Center's [Career Fair Success](#)

WRITE SOME INTERVIEW QUESTIONS:

In preparation for going to the Career Fair, you should develop FOUR to FIVE questions that you will ask the Company representative at the Career Fair. You should post these questions to your group's WIKI.

Remember that this is a potential employee (if not for this year than in the coming years!). You want to make a good impression. When trying to think about WHAT to ask them, think back to the research you did on the company and industry. Is there something there you can ask them to explain, elaborate for you? Also, you can make it clear to them that while you are not looking for a job right now (maybe), you are interested in the industry and you want to know more about what you need to know to get a job with them in 3-4 years (or when you are done) - This can be one of your questions!

USEFUL LINK: [Forbes, 10 Interview Questions you should Ask](#)

STEP 2: Attending the Career Fair

Take your questions with you and approach the two companies that you researched to ask their representative those questions. You will then do a short video (no longer than 2 minutes!) that you will post to a Discussion Board. In this video, you will provide a short summary of your main findings. That is, provide an overview of how the two company representatives answered your questions. In your conclusion, I want you to address this question:

What skills that you are learning in College will help you land the job you want after graduation?

In the short video, you have to include the following information:

1. What companies did you talk with (name of the company and individual).
2. What industries are these companies in?

I encourage you to try to see if you can attend the Career Fair with someone else in the class, ideally, in your Group since this will be the easiest to coordinate. You can go together to get some help in navigating the Career Fair. You might find someone in your group who is interested in the same industries and/or companies that you are. If this is the case, you can work together for this assignment. Together you should decide on the 4-5 questions you will use. You can also make the video together (either physically together or editing one video). Group videos can be up to 4 minutes long.

USEFUL LINK:

- Career Development Center's videos "[INTERVIEWS - DURING](#)"
- Also, the Career Center has a Workshop "Making the Most out of a Career Fair Workshop" that I highly recommend.

Timeline:

Grading/Rubric:

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