Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MGT 291: Bus. Comm./Informational Interview

**Video Questions 1A(Go to YouTube and type in the video and author’s name to access the video.)**

**Watch the following videos for this worksheet:**

* ***“Informational Interview”*by Victoria McCrady**
* ***“Informational Interview: Part 1 of 3”* bySuzi Pomerantz**

**1. Read the Focus Questions (below) in advance to help you catch key information.**

**2. Take notes while watching.**

**3. Summarize and answer the questions when you finish.**

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| **Take notes as you watch:** | **Summarize main ideas:** |

**Focus Questions:**

1. Namethree (3) reasons why it’s important for people to do an informational interview:
2. Why should people research the company **and** the interviewee before the interview?
3. Name three (3) resources a person might use to research his/her interviewee and company?

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| **Respond with your own thoughts, questions, connections, and conclusions:** |

**Video Questions 1B(Go to YouTube and type in the video and author’s name to access the video.)**

**Watch the following videos for this worksheet:**

* ***“Informational Interview”* by Victoria McCrady**(look specifically at the questions to ask section)
* ***“Informational Interview 3: The Questions”* by Suzi Pomerantz**

**1. Read the Focus Questions (below) in advance to help you catch key information.**

**2. Take notes while watching.**

**3. Summarize and answer the questions when you finish.**

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| **Take notes as you watch:** | **Summarize main ideas:** |

**Focus Questions:**

1. Explain the importance of asking **insightful** questions of the interviewee:
2. List three (3) **insightful** questions you would ask an interviewee (The questions may not come from either video):
3. Why did Victoria McCrady (first video) suggest it’s more important to listen to the interviewee than to speak?

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| **Respond with your own thoughts, questions, connections, and conclusions:** |

**Video Questions 1C(Go to YouTube and type in the video and author’s name to access the video.)**

**Watch the following videos for this worksheet:**

* ***“How to Request an Informational Interview”* by Devex**
* ***“Informational Interviewing: Approaches for New and Established Professionals ”* by Capella**
* ***“The Dos and Don’ts of Informational Interviewing”* by Syracuse Law**

**1. Read the Focus Questions (below) in advance to help you catch key information.**

**2. Take notes while watching.**

**3. Summarize and answer the questions when you finish.**

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| **Take notes as you watch:** | **Summarize main ideas:** |

**Focus Questions:**

1. Name three (3) approaches you can use to request an Informational Interview meeting?
2. What are two (2) strategies you can use to get people to agree to do an interview with you?
3. Explain how**young professionals** should approach their Informational Interview?
4. Name three (3) key points you will use to ensure your Informational Interview is successful:

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| **Respond with your own thoughts, questions, connections, and conclusions:** |