**Stage 4: Advance**

Once you have selected the person you are going to interview, strategically compose the interview questions similarly to the way you composed your own questions for Week 7. It is a limited amount of time that you are with this person so use your time wisely to gain as much insight as possible.

Remember, the individual that you are meeting with could potentially be part of your professional network, if they aren’t already. This could lead to employment opportunities for you or the establishing of a mentoring relationship.

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| **Interviewee Information** | | |
| Name of Interviewee and Title | |  |
| Company | |  |
| Contact Information | |  |
|  | |  |
| **Interview Questions (3 pts each)** | | |
| Question #1: |  | |
| Question #2: |  | |
| Question #3: |  | |
| Question #4: |  | |
| Question #5: |  | |
| Question #6: |  | |
| Question #7: |  | |
| Question #8: |  | |
| Question #9: |  | |
| Question #10: |  | |
|  |  | |
| **Reflection (30 points)** | | |
| Summarize your take-aways from the informational interview. What you have learned about the company, the interviewee’s career path, your potential career path, the company culture, skills that you may need but still need to develop, etc.? Take this time to truly reflect on the conversation and share your newly gained insights. | | |