

Informational Interview and Thank You Note/E-mail

	Name:
	Career/Job Area:
3	Includes a description of who you interviewed and the work environment/workplace culture.
3	Explains the skills, abilities, personality, etc. that the employer is looking for in the people they hire.
3	Includes information about what the person finds most satisfying and most challenging in their job and describes what a typical day is like.
2	Includes information about the education, background, and career path of the person you interviewed.
1	Includes information about what the person wishes they would have known prior to entering the field, words of wisdom for someone seeing a career in this area, etc.
1	Included a copy of thank you letter or e-mail to the person you interviewed.
2	Informational interview summary reflects college level writing and is mostly free of errors (grammar, spelling, organization, etc.)
15	Overall Comments: