Career Advisors Network
Program Orientation

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• 5 step informational interview process
• Objectives & guidelines
• Informational interviewing & networking
• Professional responsibility contract
• Roles & matching
The **Alumni Association** is here to help you with:

- Networking with alumni
- Awards & scholarships
- Guest speakers
- Volunteer opportunities
- Traditions & programs that last a lifetime

www.stonybrook.edu/futurealumni
• Program designed to ease the transition from college to career and career change.

• The goal of this connection is to increase students’ and alumni **subjective knowledge** about an occupation of interest.
• Move beyond the classroom
• Help transition from college to career
• Assist career changers’ with transition
• Learn and practice networking skills
Networking is the process of...

- Meeting people
- Having conversations
- Exchanging information
- Nurturing relationships
WHAT IS INFORMATIONAL INTERVIEWING?

• A career research technique
• You are the person asking the questions
• Information you cannot read about
• Not a job/internship interview
The **five steps** to conducting an informational interview:

**Step 1:** Attend orientation and apply through ZebraNet

**Step 2:** Receive career advisor profile and arrange meeting

**Step 3:** Prepare for informational interview

**Step 4:** Conduct the informational interview

**Step 5:** Follow up
STEP 2: REQUEST

Send your request via email (See handout):

• **COLD**: Stony Brook University student requesting information - not a job

• **WARM**: Referred by (name of person who recommended you) for career advice

• **HOT**: Need some career advice - not asking for a job

Don’t forget to reconfirm two days before the meeting and INCLUDE your list of questions so the interviewee has time to prepare.
The profession and industry
Professional Associations
Your career advisor
The company

STEP 3: PREPARE
Professional & Industry:

- Occupational Outlook Handbook
- careerinsider
- MY NEXT MOVE
- careeronestop

Company:

- Mission
- Values
- Services/Product
- Annual Report

Career Advisor:

- Google
- LinkedIn
WHAT DO YOU ASK?

• Career advice for you
• Questions about the interviewee
• Questions about the occupation
How did this type of work interest you and how did you get started?

How did you get your job? What jobs and experiences have led you to your present position?

Can you suggest some ways a student could obtain this necessary experience?

What are the most important personal satisfactions and dissatisfactions connected with your occupation?

What part of this job do you personally find most satisfying? Most challenging?
• Have your questions prepared, and with you!
• **Exactly on time, call your contact** (or show up if you’ve arranged an in-person interview).

• *During*: Mind your time – make sure you are aware of the time and that you don’t go over.
• Ask prepared questions; listen for new questions that may come up.

• *Closing*: Seek additional contacts (if the conversation went well).
• Be sure to thank your interviewee with a smile and professional handshake.
• Send a thank you note!
• What can you add that will give a personal touch?
• Leave things open ended...keep in touch
• What did I learn from this interview (both positive and negative impressions)?
• How does what I learned fit with my own interests, abilities, goals, values, etc.?
• What do I still need to know?
• What plan of action can I make?
• Complete feedback form
• Want to connect with another Career Advisor?
Questions?

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