

A vertical photograph on the left side of the slide shows a man in a light-colored shirt and dark trousers walking past a street sign that reads 'SUCCESS AVE'. The scene is dimly lit, with a strong shadow cast on the ground.

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Maximizing Your Work Abroad Experience

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Agenda

- What is an Informational Interview?
 - Why
 - How
 - Do's and Don'ts
- Networking
 - Why
 - How
 - Do's and Don'ts
- Mentoring
 - Why
 - How

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What is an Informational Interview?

Informational interviewing is just what it sounds like -- interviewing designed to produce information.



Why do an Informational Interview?

- To explore careers and clarify your career goal
- To expand your professional network
- To build confidence for your job interviews



Why do an Informational Interview?

- To access the most up-to-date career information
- To identify your professional strengths and weaknesses
- To gain invaluable interviewing experience
- To increase your visibility



How do I conduct an Informational Interview?

1. Identify who you want to interview
 - a. Your boss
 - b. Other people in your department
 - c. The head of the department (how did they get to where they are today)
 - d. Someone from a different department
 - e. Anyone in your desired career field

Identify who you want to interview by thinking of what interests you the most and where you want to be in a year or five years or ten years!

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How do I conduct an Informational Interview?

2. Ask if you can interview them about their career for 15-30 minutes
3. Bring a list of questions to ask them
4. Make sure to exchange contact information with them
5. Ask if there is anyone else you should interview
6. Follow up with a thank you!

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IMPORTANT REMINDER!

Note: This is not a job interview! Do not ask them for a job. The purpose of this activity is to learn more about your field of study and to see how to get to where you want to be in your career!

Questions to Ask During an Informational Interview

- 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 does the company do to contribute to its employees' professional development?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- What can you tell me about the employment outlook in your occupational field?
- Do you have any advice for someone interested in this field/job?

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A man in a light-colored suit and dark tie is walking from left to right. He is carrying a dark briefcase in his right hand. The scene is dimly lit, with a strong shadow cast on the ground. In the upper left corner, a street sign is visible, reading "SUCCESS AVE" in white capital letters on a dark background.

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Come up with a plan!

1. Who are you going to set up an informational interview with? List 3 people and why you want to interview them. Type up your answers from the informational interview and save them to refer to later.



So now what?

After informational interviews you should have a better idea of what you want to do, don't want to do, and how to get there.

So now what?

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Networking

Networking is an important part of any job!

Business networking is the process of establishing a mutually beneficial relationship with other business people and potential clients and/or customers.



Networking

Networking is constantly cited
as the #1 way to get a job!

A man in a white shirt and dark suit is walking past a street sign that reads "SUCCESS AVE". The scene is dimly lit, with a strong blue light source from the left, creating a dramatic silhouette effect on the man and the sign. The sign is mounted on a pole and is slightly tilted.

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What Networking Is **Not!**

- Making cold calls
- Spamming everyone in your address book with a mass email
- Something you start only when you want a new job
- Something that only benefits you!

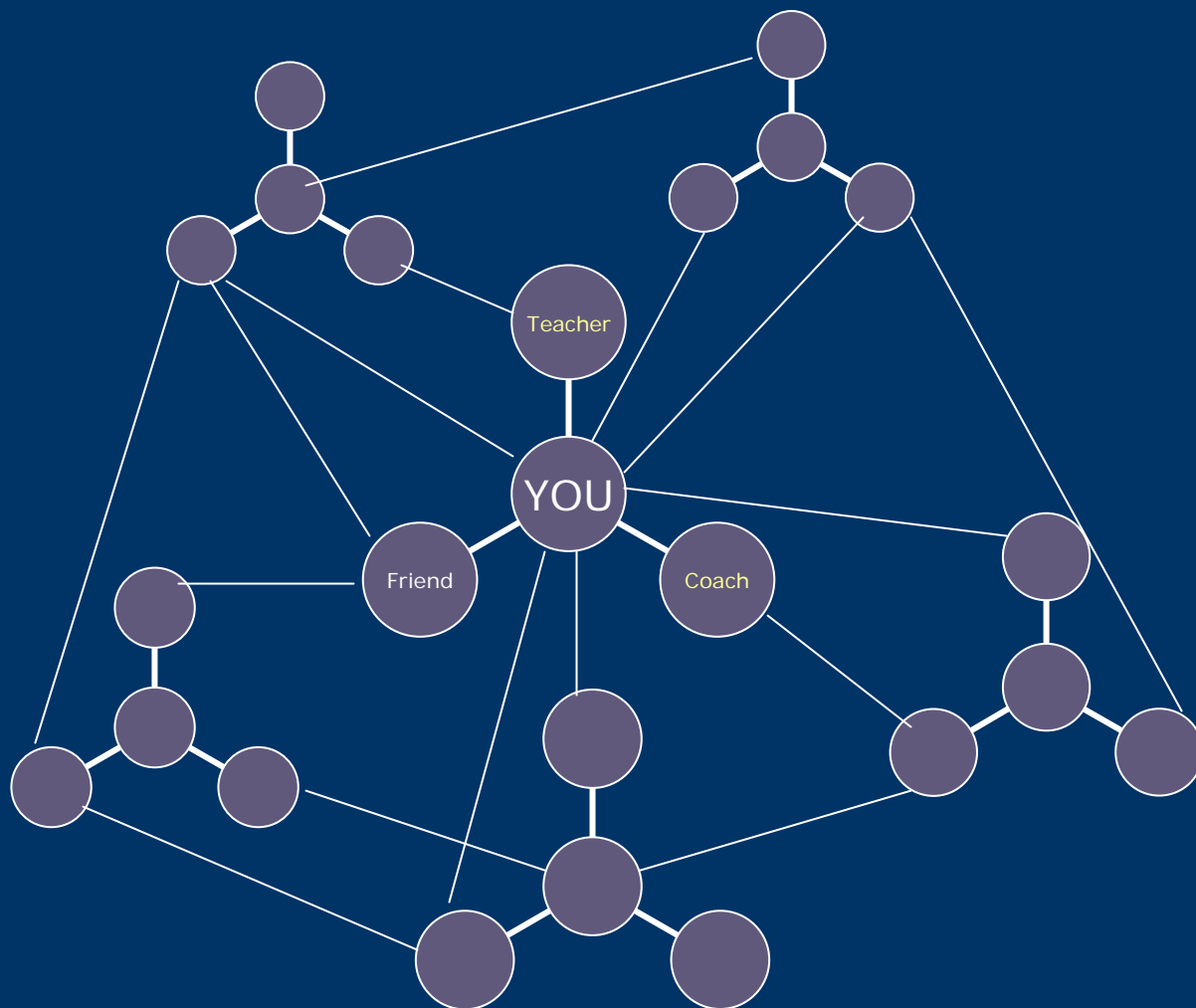
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What Networking **Is!**

- Contacting people you know or asking others to introduce you to people you want to know
- Two-way communication that is beneficial to both
- Something that you always do during your life

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How to Network



How do I network? In-person

- Informational interviews
- Attend professional or trade association meetings
- Volunteer events
- Meetings or gatherings within social clubs, athletic clubs, or religious groups
- Talk to the person next to you on an airplane
- Work meetings; task forces; inter-department work groups

A man in a light-colored suit and dark tie is walking past a street sign. The sign is dark with the word 'SUCCESS' in large, white, sans-serif capital letters, and 'AVE' in smaller letters to its right. The man is looking towards the camera with a slight smile. The background is dark and out of focus.

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How do I network? Online

- Linked In (the largest online networking tool)
- Networking for Professionals
- Facebook
- Professional Association chat groups, list-serves
- Alumni association at your university

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Etiquette for In-person Networking

- Introduce yourself
- Give a hook
- Exchange business cards (do this correctly depending on where you are)
- Follow up with an email restating your conversation and the hook and request a follow-up meeting, activity, etc

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Etiquette for In-person Networking

- Do NOT talk about yourself the entire time
- Know your audience (think about what they need/want and how this benefits them)
- Give a hook or something that will allow you to continue your conversation
- Be proactive, tell them that you will follow up with them
- Don't be pushy. Be yourself. First impressions are worth a million dollars!



Etiquette for Online Networking

- What they see on the computer will be their first impression of you
- Don't use smiley faces in emails
- Make sure you use correct grammar and spelling
- This is a professional activity – conduct yourself in that way
- Understand the etiquette for your online networking tool before you start using it!

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A man in a white shirt and dark tie, carrying a briefcase, stands in a dark hallway. He is looking towards the camera. To his left is a sign that reads "SUCCESS AVE". The scene is dimly lit, with a strong light source from the left creating a shadow on the wall behind him.

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Etiquette for Facebook

- Employers can view your page. Check to see if what you have on there is what you want your employer to see and know about you!
- Be professional – you are showing this as a representation of you to the world

A vertical photograph on the left side of the slide shows a man in a light-colored shirt and dark suit walking towards the camera. He is carrying a briefcase. Above him is a street sign that reads "SUCCESS AVE". The background is dark and blue-toned.

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Who do I network with?

- People you work with
- Other students
- Other interns at your company
- Locals in your community
- Professors
- University staff

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Come up with a plan!

2. How are you going to network? List 3 ways/venues in which you are going to network. Do you need to change any existing networks (Facebook, create a Linked In account, join a professional association)? Write a plan for networking over the next year!

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Find a Mentor

Successful individuals can identify a mentor or two in their lives that have helped them get to where they are today.

Defined:

A trusted *counselor* or *guide*

A wise, loyal *advisor* or *coach*

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How do you find a mentor?

- Is there someone that you look up to that does what you want to do?
- Someone that has a job that you want to have?
- Someone you respect and admire?
- Someone who's work ethic and work you admire?
- Look back at who you have met with, had an information interview with, networked with ...



How do I ask someone to be my mentor?

- Ask that person to assist you in informational interviews, networking
- Ask if you can follow that person around and shadow them for a day
- Ask that person for advice in the field

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Come up with a plan!

3. Make a list of 5 people that you want to be your mentor. This can include your supervisor, a professor, or anyone else. List 3 reasons each about why you want them to mentor you. Now contact them!



What do I do now that I have a mentor?

- Stay in touch with them throughout your career. People enjoy giving back and mentoring.
- Take them out to lunch to say thank you!
- Continue to look for other mentors as your career grows and takes bends in the road!
- You can have more than one mentor!



Good Luck!

**This is your career ...
become exactly who you
want to be!**