



2021 Virtual Informational Interviewing Mentor-Scholar Activity

To help build upon your Mentor-Scholar relationship, we have designed an activity for you and your partner to participate in together. This month's recommended activity is a great opportunity for Mentors and Scholars to discuss how informational interviews play a huge role in setting yourself up for success. Mentors and Scholars are encouraged to dedicate their next monthly check-in meeting to working on creating email templates for outreach and identifying people that you want to set up an informational interview with.

Part 1: Pre-Work ~ 30 minutes

- **Before you meet with your Mentor or Scholar**, consider doing the following pre-work to make the best use of your time together.

If you are a Scholar, for this activity you...

- Should bring **5 career interests** that you have previously shared with your Mentor 48 hours before your meeting time
- Should approach the Virtual Informational Interviewing activity as an opportunity to connect and bond with your Mentor, while maintaining each other's confidentiality
- Should look through the following materials before your meeting with your Mentor and come to the meeting prepared with a general understanding of what an Informational Interview is and what questions you still have that your Mentor can support you with:
 - View this deck - "[Navigating Virtual Interviews](#)," SRA Hub.
 - Prepare any questions that you have regarding the deck to discuss with your Mentor.
 - Identify 5 career interests that you are curious about or would like to pursue in the future and send those to your Mentor 48 hours prior to your meeting. If you are struggling with figuring out what you would like to do, you can use this [tool](#) to help you with career exploration and job analysis.

If you are a Mentor, for this activity you...

- Should approach the Virtual Informational Interviewing activity as an opportunity to connect with your Scholar, while maintaining each other's confidentiality as outlined in your Mentor Agreement.
- Should look through the following materials before your meeting with your Scholar and come to the meeting ready to support your Scholar with how to outreach to people to set up an Informational Interview.



- View this deck - "[Navigating Virtual Interviews](#)," SRA Hub.
- Your Scholar will be sending you 5 career interests 48 hours prior to your meeting. Your role is to help connect your Scholar with professionals in those fields for them to interview. You can identify people in your personal/professional networks or find potential contacts in the [Mentor Directory](#). NOTE: We have shared this [tool](#) with Scholars to support their career interest/exploration research.

Together...

- The two of you will decide what time you will virtually “meet-up” for the activity and how you will communicate (FaceTime, Google Hangouts, Zoom, etc). This activity is not designed to be completed via texting. . **We suggest that you plan to meet for one hour to complete this activity.**
- In order to make the most of your time together, we highly suggest that the Scholar shares their screen so that you can both look at what you are working on together. Here are some tips on how to share a screen:
 - Sharing your screen on [Zoom](#).
 - Sharing your screen on [Google Meets \(Hangouts\)](#).

Part 2: Setting up your Informational Interviews with your Mentor! ~ 60 minutes

- Once you’ve completed **Part 1**, contact your Mentor/Scholar (again, we recommend that you use video chat for this activity) and complete the Virtual Informational Interviewing Activity.
 - **Scholars:** Refer to the resources provided in Part 1. Use your Mentor’s support to identify who you want to outreach to, create an email template, and create some questions that you would like to ask the people you are going to interview.
 - **Mentors:** Refer to the resources provided in Part 1 and your personal experience to support your Scholar in setting up 3 Informational Interviews.
 - **Together:**
 - Both of you will view slides 2-3, and 5-7 of this [presentation](#).
 - Using the prompts from slide 5 of the presentation, both of you will identify someone from each of the 3 networks that the Scholar will email to set up an informational interview. Make sure you identify someone from an Immediate Network, Extended Network, **and** a Virtual Network. After you have identified the 3 networks that the Scholar will email, work on an introduction email to be sent to people in those networks.
 - By the end of the meeting the Scholar should be ready to send out at least one outreach email and share a plan for when the other two emails will be sent.
 - [Here](#) is a resource on how to create an outreach email to set up an Informational Interview.



- Using the questions from slide 7 in the presentation, identify 2 questions from the list that the Scholar would like to ask during their Virtual Informational Interview and brainstorm 3 other questions that are not on the list that the Scholar would like to ask as well.
 - Lastly, you should create a follow-up email that will be sent after the Informational Interview. You can find an example [here](#).
- Once the Virtual Informational Interviewing Activity is complete, we suggest **discussing the following questions** with your partner:
 - Did we get done what we wanted to accomplish?
 - What went well for us?
 - What will we do differently next time?
 - What phrases or words describe the quality of our interaction?
 - What do we need to work on/greatest challenges?
 - What strategies do we need to use to improve the quality of our relationship?
 - What did you learn about yourself?
 - What did you learn about your partner?