**Career Informational Interview- Step 2**

**Guidelines**

1. The student will research companies/organizations, small, medium or large, not-for-profit, independent and/or fortune 500. These organizations should represent the accounting career path interest. The student will search the internet or turn to his/her professional network.
2. It may take several attempts to contact several organizations/companies before the student hones in on one organization who will participate in his/her CIS project.
3. The student will prepare in advance sample questions for conducting the interview.
4. The student will write a summary synthesizing the outcome of the interview base on the responses from the interviewee. This will be completed in a narrative format, recounting information from the interview experience. MLA format does not apply. The student will present his/her findings in order as a single paragraph or grouping the information into separate paragraphs. Avoid using “when I asked the questions…..he/she states……”
5. The paper should be 1-2 pages in length free of spelling/grammatical errors, typewritten in 12 font, Times New Roman and double spaced. Page numbers and title headings are to be included.
6. The student will complete the contact/contract card (see below) for verification of completion of the CIS project. This is to be signed and dated by the interviewee. A business card is required as well and is to be stapled to the form. The entire

The student will also submit a copy of a thank-note sent to the interviewee for participating in the CIS assignment.

**Informational Interview Network Contact Card  
*To be completed by the student***

**Name of Interviewee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Interviewee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please include interviewee’s business card. Scan this document with the attached business card of your interview and upload with your written assignment***