**  
EMPLOYABILITY ASSESSMENT TOOLKIT**

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| **Task:** | Informational Interview and Poster |
| **Task type:** | Mixed Oral and Visual Presentation |
| **Value:** | 15% (including 5% peer evaluation) |
| **Length:** | 30-60 minutes |
| **Level:** | Transition Out/Capstone |

# Task Objectives:

* Develop an awareness of multiple professional pathways that can be taken upon graduation (planning and organising)
* Develop skills in informational interviewing (oral communication; planning and organising; initiative and enterprise)
* Concisely present relevant information regarding an industry professional (written communication)
* Present work in the form of a poster (written communication)

Task Rationale:The purpose of an informational interview is to gather information about a profession and about pathways to employment in that field. Students have reported how useful they found this task, and many found that making connections with industry professionals was an invaluable experience.

# Task Description:

For this task you are required to:

1. **Conduct an informational interview** with a professional from a health-related industry, and
2. **Create a one sided A3 poster** to display at the industry networking event in Week 13.

# Additional information:

* The interview should be no longer than 30-60minutes and can take place face to face, over the phone or via skype. Purely written contact via email is discouraged.
* When conducting the interview, it is important to be mindful that the professional is volunteering their time to provide you with information, NOT to give you a job.
* You might establish strong professional relationship with the professional and from this platform be invited to undertake work experience, however this is not the primary aim of the project.

**Suggested Topics for your discussion/research:**

It is important that you are prepared prior to interviewing the professional.

You need to do some research into the profession and write some questions about things like:

* Study requirements for profession (how long, what type, where)
* Professional associations
* What tasks are associated with profession (What a typical day is like)
* What challenges have they faced during their career
* What advice would they give to those interested in a career in ….
* Opportunities for career progression
* The best and worst parts of their job.

**Rubric:**

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| **Criteria- Total 10 marks** | **Excellent (8-10)** | **Very good (6-8)** | **Average (4-6)** | **Unsatisfactory (0-4)** |
| **Summary of relevant professional information** | * Information is presented in a highly relevant and specific to the identified profession. Clearly identifies career pathways into the profession. | * Information presented is relevant and specific to the identified profession. Identifies career pathways into the profession. Poster may lack depth. | * Information presented is at time not relevant to identified profession. Limited explanation of pathways into the profession or overall lacking of depth. | * Information has little relevance or specificity to identified profession or lacks sufficient detail to be informative. |
| **Professional experience** | * The poster highlights the experience of the professional interviewed and portrays a clear picture of what the profession is like | * The poster highlights the experience of the professional interviewed and makes an attempt to highlight what the profession is like. | * The poster contains limited information about the professional interview or does not provide a clear picture of what the profession is like. | * The poster does not highlight the professional interviewed or fails to provide information about what is it like to work in the profession. |
| **Usability of information** | * The poster provides highly relevant information that is readily useable and answers questions about the profession in a readily accessible manner. | * The poster provides relevant information that is useable and answers questions about the profession. | * The poster provides information that at times is not relevant or useable for the reader. Questions about the profession remain after reading the poster. | * The poster provides little information that may not be relevant or useable for the reader. Questions about the profession remain after reading the poster. Limited value. |
| **Presentation of information** | * Poster is well designed, with easy to read information and engaging layout. There are no grammatical or spelling errors. | * Poster is well designed, with minor issue with readability or layout. Minor grammatical or spelling errors. | * Poster deigned with minor issue with readability or layout. Minor grammatical or spelling errors. | * Poster design or layout is not conductive to the reader or is not engaging. Issues with grammatical or spelling errors. |