



IDEASS Interview Assignment #1

Assignment

Conduct an informational interview with a potential project mentor. Your goals are to (1) cogently explain what IDEASS is, (2) assess the potential mentor's willingness to work with an IDEASS project, (3) clearly understand what that mentor has in mind for an IDEASS project. Keep in mind that this may or may not end up being your mentor, and, even if this person is interested in being a mentor, it may not work out for this year. So focus on having a professional conversation, rather than setting up your internship.

Interview Tips

- Dress and act professionally
- Show up on time, and at the onset, ask how much time the mentor has available
- If time runs short, be prepared to reschedule to conclude the interview
- Come organized with a list of questions printed out, with the priority ones at the top so that if you run out of time you've asked the most important ones
- Think about this as a job interview – you are both interviewing and being interviewed – remember that both of you have something valuable to share
- Give time for the interviewee to ask questions as well
- Ask about skills required for the task (e.g. using Excel or other software). Be realistic about your current skills, and what kind of training you will need.
- Make sure that you understand what IDEASS is so that you can explain it accurately! You'll need to be able to describe the course and how it relates to other initiatives on campus in a condensed and articulate way. Try to practice this pitch with a classmate ahead of time. This will be useful throughout the year as you meet people and network around the program. If people don't understand what you're doing, they're not going to be as eager to participate.
- Be sure to say more than once that this is an informational interview, and that during the course of the quarter, placements will be determined.

Sample Interview Questions

- What is your position/role in your organization?
- Have you worked with students in the past? What have your experiences been?
- Do you have specific projects related to sustainability that you are working on currently or that you would like to launch this year?
- How confident are you that this project will be successful?
- How often would you expect to interact with a student or student team?
- Are there others you work closely with that I might also be working with?
- What skills do you think students working on this project would need to have?