**Your Insights**

 Due: July 7th, 2017

 Questions: mbacareer@willamette.edu



**The Insights Survey is a two-part assignment** that is meant to help you pull together what you have learned about yourself and what gives you a competitive advantage as a job applicant. "Your Insights" assignment is based on the results you learned from doing CareerLeader and Gathering Information from Others. Your ability to complete this assignment will require previous completion of CareerLeader and "Gathering Information from Others."

**Part 1: Steps to Gather Information from Others**

While you think you may know yourself well, it is important to periodically look in the mirror and see yourself as others see you. Looking in the mirror is critical to identifying a good cultural fit in an organization and finding a job/career that will keep you fully engaged at work. Often, your friends and family see strengths that you may not know you have. Other times, they can help you identify stretch goals and areas for professional development. Family friends and others who have had successful careers can also provide insights that will help you understand what’s important in life. Their feedback is invaluable and they may recognize strengths you did not even know you possessed. In addition, learning about their careers can help you determine future career paths.

1. Reach out to three people who you know that have had successful careers and schedule a time to meet with them. These people could be a former boss, co-worker, family member or a family friend. The goal is to learn from their experience. See a list of questions and links to other resources at the end of this document. Take notes during the meeting and be prepared to share who you met with and what you learned in the upcoming assignment "Your Insights: Career Survey".
2. Ask your family what they see as your strengths and major accomplishments. Take notes and be prepared to share who you talked with and what you learned in the upcoming assignment "Your Insights: Career Survey".

**NOTE: All of this information will be helpful in drafting or updating your resume and in making future career decisions.**

**Part 2: Complete the Insights Survey**

The Insights Survey contains questions about the information you received from Part 1 and also asks about the results of your Career Leader Survey. Be sure to have that information available before you get started.

[Click here to access the "Your Insights" survey](https://docs.google.com/a/willamette.edu/forms/d/e/1FAIpQLSd4hEKiojrCxDlRrd-TjwcwCDJBIvxhJ_LiAKtdAhAfmxpp_Q/viewform?usp=sf_link)**. Be s**ure to click the submit button when you are finished with the assignment.



**Sample Informational Conversation Questions:**

Feel free to add your own questions. The meeting should be about 30 minutes and casual. Make notes from your conversation as you’ll want to refer back to these later on.

**Other resources:**

<https://www.forbes.com/sites/susanadams/2015/03/04/30-questions-to-ask-in-an-informational-interview/2/#7db64d834287>

<https://www.livecareer.com/quintessential/informational-interview-questions>

<https://www.levo.com/posts/10-intelligent-questions-to-ask-on-an-informational-interview>

1. Questions about their company, industry and job

* How did your company get started?
* What industry are you in and what’s happening in your industry?
* How would you describe the culture of this organization?
* What kinds of people work here? What are their job titles and skills or education?
* Who do you consider to be your primary competitors?
* What is the primary purpose of your organization/mission statement or what products or services do you provide?
* Do you think there will be growth and hiring in your industry over the next few years?

2. Questions about the person you’re interviewing:

* How/when did you begin working for this company?
* What has your career been like?
* What are you responsible for?
* What’s your biggest accomplishment thus far?
* What are your biggest challenges in an organization like this (or field /job like this)?
* What do you like/not like about what you do?
* What was your first position out of school and how did you manage your first promotion?
* What professional organizations do you belong to?
* If you could start your career over, what would you do differently?

3. Questions about me:

* Based on my experience and background what types of positions do you think I’d be good at?
* What are some important things you think I should learn?
* What advice do you have for me?
* What do you see as my strengths, talents or skills that might be important?
* If I were interested in your career or industry, what qualities do you think I should develop?
* What experiences should I seek while in school?