Decide it

Making an informed decision about a career path after graduation is an important step in the career development process. It is good practice to make a decision based on experiential-knowledge as well as sound research and fact-finding. Students are encouraged seek insight from industry professionals, university faculty, academic advisors, career counselors, alumni, and resources. A select listing of resources is provided below.

Connect SC Resources

Career Access Resource Library (CARL)
Hardcopy and on-line resources

Career Beam: Getting the Job/Job Postings
Career development & job search tools

Candid Career
Video library of career advice

Glassdoor
Inside look at jobs and companies

Vault.com
Insider guides to companies, industries, and careers

Hoovers
Industry and Organizational Research

External resources

Career information on hundreds of occupations

ONET Online.org—www.onetonline.org
On-line occupational research tool

Informational Interviews

Conducting an information interview is a great way research a career and network. Simply, locate an individual who is in a career of interest and request an informational interview. Available resources include:

- Employment/internship site—your supervisor and/or colleague or co-worker
- LinkedIn – You can search by alumni, career, and even major to find people with similar backgrounds and request to learn about their career path

The purpose of an informational interview is to research and inform yourself of a possible career. See the informational interview best practices guide provided on page 2.

<table>
<thead>
<tr>
<th>Internships &amp; Employment</th>
<th>Graduate &amp; Professional School</th>
<th>Scholarships &amp; Fellowships</th>
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<tbody>
<tr>
<td>USC Career Center (213) 740-9111</td>
<td>Office of Pre-Health Advisement (213) 740-4844</td>
<td>Office of Academic &amp; International Programs (213) 740-9116</td>
</tr>
<tr>
<td>STU 110 careers.usc.edu</td>
<td>HNB 120 dornsife.usc.edu/pre-health/</td>
<td>STU 300 <a href="http://www.usc.edu/programs/ugprograms/aif/">www.usc.edu/programs/ugprograms/aif/</a></td>
</tr>
<tr>
<td>USC Dornsife Career Pathways (213) 821-4728 GFS 308 dornsife.usc.edu/careerpathways/</td>
<td>Pre-Graduate &amp; Pre-Law Office of Advisement (213) 740-2534 GFS 315 dornsife.usc.edu/advisement</td>
<td>USC Dornsife Faculty dornsife.usc.edu/cf/faculty-and-staff/search.cfm</td>
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Octavio Avila, Director | Career Pathways | GFS 308 | Phone 213.821.4728 | E-mail oavila@usc.edu | dornsife.usc.edu/careerpathways
Informational Interview Best Practices

**Purpose:** The purpose of an informational interview is to learn a first-hand account of your career choice of interest from professionals working in the field. You may learn additional information not available through traditional exploration guides or on-line resources while providing the opportunity to practice communication skills.

**Do**

◊ Research the company and person with whom you are conducting the informational interview
◊ Prepare a list of questions that you can ask
◊ Bring a notepad or tablet for you to take notes
◊ Ask if it is okay for you take notes during the interview
◊ Dress professionally
◊ Have your personal business card ready
◊ Follow up with a thank-you note, either written or e-mail, within 48hrs.

**Don’t**

◊ Don’t ask for a job
◊ Don’t give them your resume (unless they request it)
◊ Don’t be late

**Suggested questions to ask:**

◊ How would you describe the environment you work in?
◊ How would you describe a typical day at work?
◊ What portion of your job involves interacting with others?
◊ What college courses have been most helpful to you in your job?
◊ What types of special skills are necessary to perform your job?
◊ Is special certification, training, or an advanced degree required for your job?
◊ What personal qualities do you see as important for success in this occupation?
◊ What do you like most about your job?
◊ How did you get interested in this area of work?
◊ What was your undergraduate major field of study?
◊ Did you have any practical experience or training, other than college?
◊ How would you advise me to prepare myself for a career in this field?