



Cuyahoga Community College
Alumni Informational Interviewing Form
(Please print clearly)



Thank you for volunteering to serve as a resource for Cuyahoga Community College students who want to learn more about your profession. An informational interview is a brief meeting with a student who wants to learn more about a career from a person working in that career. The meeting usually lasts from thirty minutes to an hour. Students greatly benefit from learning about the realities of working in a specific occupation, focusing their career goals, and finding ways to prepare for a career. Informational interviews are not interviews for employment. Please provide your information below, which will be viewed by students who are looking for referrals for informational interviews.

Name

First: Last: Middle initial:

Name while attending Tri-C (if different than above name):

Graduation

Year of Graduation: Campus (circle one): Metropolitan Western Eastern

Degree/ Certificate: College Program:

Additional Degrees Earned:

Current Occupation/ Employer Information

Company Name: Your Title:

Street: City: State: Zip:

Phone: ( ) Email: @

Description of Company:

Three horizontal lines for describing the company.

Description of Duties You Perform:

Three horizontal lines for describing duties.

Work Telephone & Email Address

Which method do you prefer that students use to contact you?

( ) Phone ( ) Email

Time of Day

Is there anything else you would like the student to know regarding setting up the interview with you?

Two horizontal lines for additional information.

Please Return To:

Key Career Place
Cuyahoga Community College
4250 Richmond Road, ELA Room 100
Highland Hills, OH 44122

Phone: 216-987-2567
Fax: 216-987-2566
www.keycareerplace.info