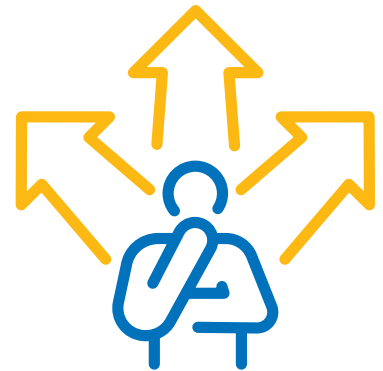


- ▶ Exploring different career paths?
- ▶ Not sure what comes after graduation?
- ▶ Have a career in mind, and wondering how to get started?

Career Information Meetings can help you learn from professionals while expanding your network.



What is a Career Information Meeting?

This is an informational meeting with someone working in a field you're curious about. It's a chance to ask questions and learn more about what it's really like to work in that industry, company, or career path.

By asking questions, you'll gain clearer insights into the daily reality of the job, possible entry points, and future career paths. This information can help you make informed choices about your education and career plans.

Fast-track the answers to your career questions.

How to set up a Career Information Meeting

1. CLARIFY YOUR CAREER INTERESTS

- Start by building a clear picture of the fields, roles, and industries you want to explore.
- Create a list of potential career areas and gather detailed information about each one—including job descriptions, required skills, education, qualifications, salary expectations, work environment, and long-term outlook.
- Use resources such as the Canadian Government Job Bank, WorkBC, and the National Occupational Classification (NOC) online at canada.ca to access accurate, up-to-date career data.

2. CONNECT WITH INDUSTRY INSIDERS

Identify professionals who work in roles, organizations, or sectors you're curious about.

Begin with people already in your circle:

- Family, friends, instructors, supervisors
- Alumni networks
- Professional associations
- LinkedIn
- Community or industry organizations

Ask your network for introductions or use LinkedIn to find professionals with shared connections—UVic's student and alumni groups are great places to start.

3. START THE CONVERSATION

- Reach out and introduce yourself and explain that you're seeking career advice. Request a short meeting (20–30 minutes) and offer a few time options to make scheduling easy.
- Once a meeting is confirmed, send a note to finalize the details. See the email template on page 2 for support.

4. MAKE THE MOST OF THE MEETING

- Come prepared with 8–10 questions that focus on the person's experiences, challenges, and advice. Arrive on time, dress professionally, and bring your questions, a notebook, and a pen. Listen actively and take notes.
- Send a thank-you email or note within 24 hours highlighting what you learned and any next steps you discussed. Keep in touch with your new contact on LinkedIn or via email to maintain the relationship.

This conversation isn't a job interview—but it can create connections that lead to future opportunities.

SAMPLE EMAIL INTRODUCTION

Subject line: Career Information Meeting Request

Dear [Contact Name],

I am a current student at the University of Victoria, with over three years of experience in customer service and sales. As I explore potential career paths, I am particularly interested in learning more about your role as Office Manager at the Public Works Centre. Currently, I am in my final year of the Business Administration diploma program, and have recently started volunteering as an on-campus event coordinator. I would love to hear about your career journey, what it's like working in the public sector, and any advice you may have for students entering the business administration field.

Would you be open to a brief 20-minute conversation—either in person or virtually—at your convenience? I would appreciate the opportunity to ask you a few questions about your career and your experience at the Public Works Centre.

Thank you very much for your time and consideration. I look forward to the possibility of connecting.

Sincerely,

[Student Name]



Sample meeting questions

1. How did you get started in your career, and what path led you to your current role?
2. Which skills or qualities are most important to succeed in this field?
3. What training, education or experience would you recommend for someone entering this field today?
4. What does a typical day or week look like in your role?
5. What aspects of your work do you find most rewarding, and what are the main challenges?
6. What entry-level roles or job titles are most common in this field?
7. From a hiring perspective, what do you look for in a standout candidate?
8. What does the hiring process look like in this company?
9. What trends are shaping the future of this field, and how can someone best prepare for them?
10. Based on your experience, how would you describe your company's culture or values?
11. What related fields outside of this industry do you think might be worthwhile exploring?
12. Given my career goals, is there anyone else you would recommend I connect with further?

Sample thank you note

Dear [Contact Name],

Thank you for taking the time to meet with me this afternoon to discuss careers in business administration. It was informative to learn about the work your team is doing at the Public Work Centre and how AI is changing the landscape of office administration. Based on your advice, I have a much clearer idea of how I can enter this field after graduation.

Thank you for introducing me to your contact, [insert name]. I have reached out to him and look forward to continuing the conversation.

Thanks again for your time and advice, which are greatly appreciated. I hope to keep in touch with you in the future.

Sincerely,

[Student Name]