

INFORMATIONAL INTERVIEWS

An **informational interview** is where **YOU** start a conversation with a professional to gain an insight on their career path or professional job that may be of interest to you. Speaking with industry professionals gives you a glimpse of the real-life experiences, challenges, and opportunities that exist in a particular profession.

HOW TO DO IT!

1. **Identify** the [occupations](#) or [industries](#) you wish to learn about.
2. **Compile**, or use the one provided, a list of questions that you would like answers to.
3. **Create** a list of possible contacts, include people you already know: friends, relatives, fellow students, present or former co-workers, supervisors and neighbors.
 - Other good resources are professional organizations, LinkedIn, and public speakers.
4. **Arrange** the interview via email, web conference (Zoom, MSTEAMS) or in-person. Check out a template for contacting alumni here: rebrand.ly/Samplescriptf4networking
5. **Conduct** the interview:
 - Dress appropriately, arrive on time, be polite and professional.
 - For virtual interviews, test your technology ahead of time.
 - Refer to your list of prepared questions. Stay on track, but allow for spontaneous discussion.
 - Ask your contact to suggest names of others who might be helpful to you and ask permission to use their name when reaching out to their network.
6. **Follow up** by sending a thank you note (e-note) within one week of the interview.



Resources: LinkedIn Article about Informational Interview: rebrand.ly/LinkedInInfoInter



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Use the table below to guide your conversation and record responses.

	Question	Response/Comments
Background	Tell me how you got started in this field.	
	What educational background or related experience might be helpful in entering this field/profession?	
Environment	What are the daily duties of your job?	
	What skills/abilities are most utilized in your field?	
The Industry	What trends do you see for this industry in the next 3 to 5 years?	
	Is there a demand for people in this occupation?	
Advice	What experience, paid or volunteer, would you recommend?	
	Which professional journals and organizations would help me learn more about this field?	
	Can you provide feedback on my résumé?	
	What internship opportunities do you recommend to enhance my experience for this career?	
Referrals	Based on our conversation today, what other types of people do you believe I should speak to?	
	Is there anyone in your network you recommend I reach out to? If so, may I have permission to use your name when I contact them?	

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