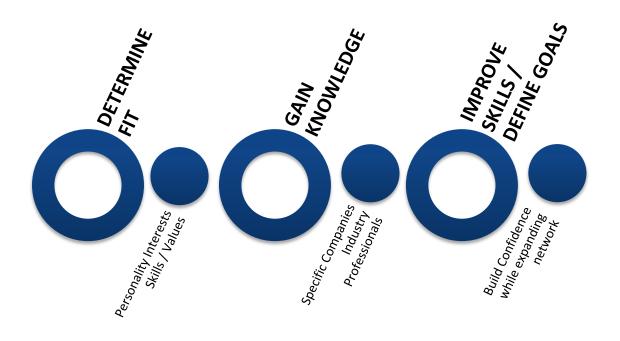


# **Informational Interview Success**

A good way to gain insight about a desired career field is by conducting an informational interview. An informational interview is a networking opportunity that YOU initiate!

The purpose is to obtain information, not to ask for a job.

# WHY CONDUCT AN INFORMATIONAL INTERVIEW?



# **ACTION PLAN FOR INFORMATIONAL INTERVIEW SUCCESS**

## Step 1: Determine Purpose

Why you are conducting interview and what you plan to do with information?
Identify career or industry of interest

# Step 2: Prepare

 Research field
 Determine information to be obtained about careerindustry
 HELPS IN DEVELOPING THOUGHTFUL QUESTIONS

#### Step 3: Identify People and Arrange

 Friends, relatives, fellow students, alumni, neighbors, faculty

• Utilize LinkedIn • Contact by phone, e-mail or by cover letter. Set up time, length, and location

### Step 4: Conduct

Be professional in dress and demeanor
Refer to prepared

questions •Take notes

•Ask the names of others who may be helpful and if their name can be used as part of the introduction

•Send resume in future if requested by interviewee

# Step 5: Follow up

Record information gathered immediately following interview
Send a thankyou letter or email within 48 hours of interview

# WHAT QUESTIONS SHOULD YOU ASK?

Ask questions that will elicit the information you need. Carefully-worded questions can generate thoughtful responses. You can select from the questions below, but be sure to conduct your own research so that you may be able to ask more in-depth questions.

Career Environment			
	How would you outline or describe a typical day? Such as your routine duties or tasks you perform?		
	How much flexibility are you allowed in your position in terms of dress, hours, vacation, job-location, etc?		
	What portion of your position involves interacting with others, such as co-workers and/or the public?		
	What types of training does your company offer to individuals?		
	From your perspective, what are the problems/challenges of working in this field?		
Career Requirements and Experiences			
	What college courses that you took were most helpful to you in your current position/career?		
	What training or education is required for this type of work?		
	Is special certification, licensing, or an advanced degree required for your job? If so, what?		
	Describe the types of jobs or positions you have had and skills you have developed in them?		
	What do you think of the experience I've had so far in terms of entering this field?		
Personal Views			
	What was your undergraduate major field of study? Were you always interested in this field?		
	Did you have any practical experiences or training other than college, prior to your current role?		
	What personal qualities or abilities are important to being successful in this/your career?		
	What part of this job do you find most satisfying? Most challenging?		
	How did you get your job?		
Outlook			
	What are the opportunities for advancement in this field?		
	What are the current and future demands for people in this career?		
	How do you see jobs in this field changing in the future?		
Advice			
	What special advice would you give a person for entering this field?		
	What other fields or related careers would you recommend I research further?		
	Are there any professional groups that would be beneficial?		
	Do you have any recommendations of blogs, websites, or other resources I could use to gain more		
	information about this industry or position?		
	Do you know of any other people in this field who might be willing to talk to me about their experiences?		
	Do you mind if I used your name when I contact them?		
	How can I get experience in this field while I am still in college?		
	If I concluded that this was the career I wished to pursue, what would you say are the most important		
	things I must do to have the best possible chance of breaking into this field?		

#### Recap: Make adjustments to your career objective or resume if necessary. Document the following:

	What did you learn from experience?	Would you
Date of Interview:		_ pursue this
Interviewee:		career?
		Yes
Career Title:		No
Organization		_
Name:		_