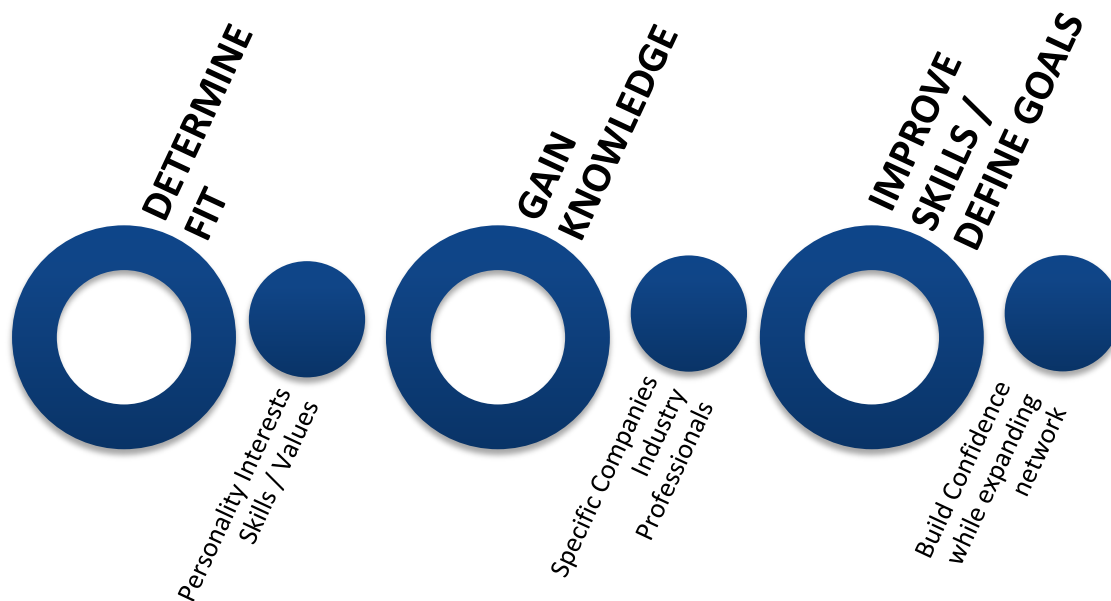


Informational Interview Success

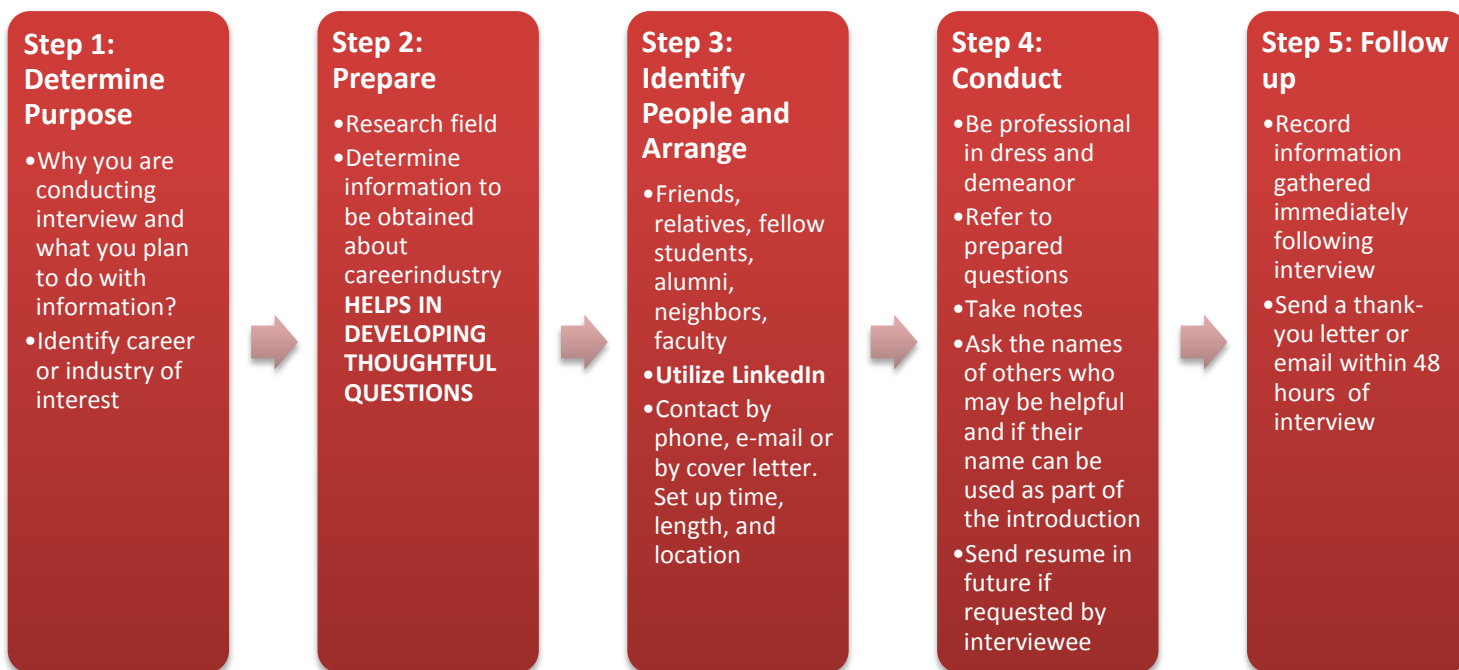
A good way to gain insight about a desired career field is by conducting an informational interview. An informational interview is a networking opportunity that YOU initiate!

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

WHY CONDUCT AN INFORMATIONAL INTERVIEW?



ACTION PLAN FOR INFORMATIONAL INTERVIEW SUCCESS



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		
<input type="checkbox"/>	How would you outline or describe a typical day? Such as your routine duties or tasks you perform?	
<input type="checkbox"/>	How much flexibility are you allowed in your position in terms of dress, hours, vacation, job-location, etc?	
<input type="checkbox"/>	What portion of your position involves interacting with others, such as co-workers and/or the public?	
<input type="checkbox"/>	What types of training does your company offer to individuals?	
<input type="checkbox"/>	From your perspective, what are the problems/challenges of working in this field?	
Career Requirements and Experiences		
<input type="checkbox"/>	What college courses that you took were most helpful to you in your current position/career?	
<input type="checkbox"/>	What training or education is required for this type of work?	
<input type="checkbox"/>	Is special certification, licensing, or an advanced degree required for your job? If so, what?	
<input type="checkbox"/>	Describe the types of jobs or positions you have had and skills you have developed in them?	
<input type="checkbox"/>	What do you think of the experience I've had so far in terms of entering this field?	
Personal Views		
<input type="checkbox"/>	What was your undergraduate major field of study? Were you always interested in this field?	
<input type="checkbox"/>	Did you have any practical experiences or training other than college, prior to your current role?	
<input type="checkbox"/>	What personal qualities or abilities are important to being successful in this/your career?	
<input type="checkbox"/>	What part of this job do you find most satisfying? Most challenging?	
<input type="checkbox"/>	How did you get your job?	
Outlook		
<input type="checkbox"/>	What are the opportunities for advancement in this field?	
<input type="checkbox"/>	What are the current and future demands for people in this career?	
<input type="checkbox"/>	How do you see jobs in this field changing in the future?	
Advice		
<input type="checkbox"/>	What special advice would you give a person for entering this field?	
<input type="checkbox"/>	What other fields or related careers would you recommend I research further?	
<input type="checkbox"/>	Are there any professional groups that would be beneficial?	
<input type="checkbox"/>	Do you have any recommendations of blogs, websites, or other resources I could use to gain more information about this industry or position?	
<input type="checkbox"/>	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?	
<input type="checkbox"/>	How can I get experience in this field while I am still in college?	
<input type="checkbox"/>	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 pursue this career?
Date of Interview: _____	_____	
Interviewee: _____	_____	
Career Title: _____	_____	<input type="checkbox"/> Yes
Organization Name: _____	_____	<input type="checkbox"/> No