

INFORMATIONAL INTERVIEWING

An informational interview is an opportunity to interview a professional in your career field to learn more about daily responsibilities, educational requirements and the salary range of the specific position you are interested in. In addition, you have the opportunity to hear about how the person's experiences: how they landed their position, what they enjoy about their job, and what challenges they face.

This is not an opportunity for you to be interviewed. The emphasis is on gaining information – we recommend that you treat this interview as an important learning experience. Informational interviews can be conducted in-person or over Skype/phone call. If you are planning to go in-person, wear appropriate attire - if you are unsure what to wear, contact the career development office for “dress for success” help and tips.

> Make The Most Of Your Informational Interviewing Experience:

1. Before the interview, refresh your memory about the person you are going to meet. Look over the research you have collected about this person.
2. Know beforehand what information you seek so that the interview go more smoothly and yield better results. As a reference, you can use the list of questions on this handout.
3. Be positive. Your attitude during the meeting is very important. If you appear disinterested the interviewer will be less likely to offer you suggestions and advice. Remember, you sought this person out for guidance. Show your contact that you want to have this conversation.
4. Say thank you! After meeting with someone for an informational interview, write or type a brief note thanking this person for spending time with you. Not only will this demonstrate gratitude, but also leaves this person with a positive impression of you.

> Possible Questions To Ask:

- Please give me a general description of the work you do.
- What is your typical workday like?
- What are the things you find most rewarding about your work?
- What are the toughest problems you encounter in your job?
- If you could change your job in some way, what would that change be?
- What piece of advice would you have for someone who wants to pursue this career?
 - What are the educational degrees or other credentials required for entry and advancement in this career field?
 - How do people usually learn about job openings in your field?
 - If you were hiring someone today for an entry-level position in this career field, what would be some factors influencing your choice of one candidate over the other?
- What are typical salary ranges at various stages in this career field?
- What professional associations do you find most beneficial in your field?
- What other types of employers hire people that perform the kind of work that you do?
- Is there anything else you think I would benefit from knowing about this career field?

Report your findings from the informational interview on the back side and incorporate them in your final reflection paper



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Report your findings from the informational interview

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