

# EXPLORE CENTER

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## Faculty Informational Interview Guide

**Step 1: Identify Faculty to Interview:** Faculty are great resources to use when exploring potential majors. Consult with an Explore Center adviser to identify faculty members in your major(s) of interest.

**Step 2: Schedule a Meeting:** When meeting with a professor, set up the appointment via email or phone call. Ask politely. If the professor you are contacting agrees to meet, select a time that works for both of you. Be as flexible as possible with your schedule and indicate how much time you are looking for. Thirty minutes is a good starting point. Be professional. If you plan to ask for an interview via email it should be a professional introductory letter. Be sure to include information about how you can be reached. If you indicate that you will follow up in some way, be sure to follow through on time. For example:

*Dear Professor Smith:*

*I am a student at the University of Nebraska-Lincoln. Currently, I am strongly considering \_\_\_\_\_ as my major and am hoping that you would be willing to meet with me to help me learn more about this potential major. I would love to set up a time to briefly meet in person or by phone to ask you a few questions about \_\_\_\_\_ major in the near future. It shouldn't take up more than 30 minutes of your time. I can be reached via email at herbiehusker@unl.edu or on my cell at 402.402.4022.*

*Sincerely,  
Herbie Husker*

**Step 3: Prepare:** Be on time and bring a list of questions with you to the meeting.

**Step 4: Conduct the Interview:** Come prepared with questions ahead of time and listen actively to the answers. Take notes and ask follow-up questions. Keep track of time and don't overstay your welcome. Stick to the amount of time you initially requested for the interview. Be sure to follow up with a thank-you card shortly after the interview. Make sure to indicate that the person was helpful and you appreciate the time they spent with you.

**Step 5: Reflect:** Take time to think about what you've learned from the experience. Are you more or less excited about the major than you were before? Use this time to determine whether this is still an area of interest or whether you need to gather more information.

*Created with the help of Career Services at CBA*



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Faculty Member: \_\_\_\_\_ Major: \_\_\_\_\_

1. What interested you in this field?
2. What are some typical career paths for students who graduate with this major?
3. Do students with this major typically pursue graduate school?
4. What are some of the “hot topics” or emerging research topics in this field of study?
5. What skills do I need to be successful in this major?
6. What classes can I take to explore this major?
7. What can I do outside of the classroom to explore this major?

