

INFORMATIONAL INTERVIEWS

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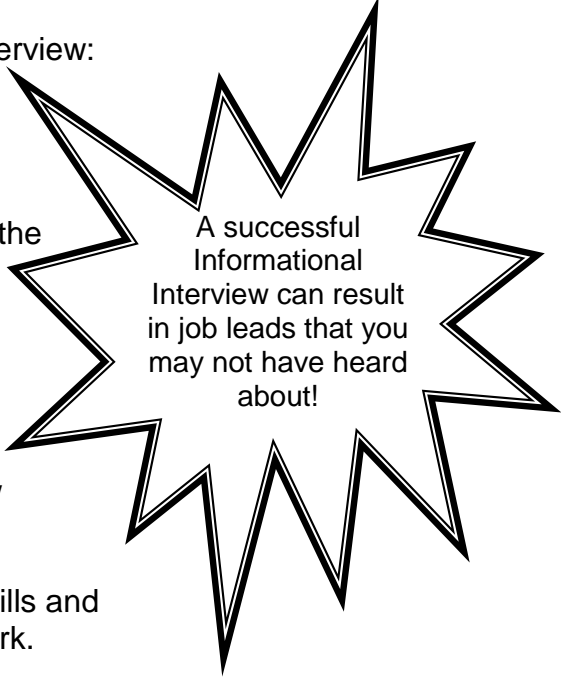
What is an Informational Interview?

An Informational Interview is a meeting that you propose with an employer or someone who is working in the occupational field you are interested in.

Why should you set up an Informational Interview?

There are many reasons for setting up an Informational Interview:

- **Learn more** about an occupation from someone who works directly in the industry.
- **Obtain advice** on how your qualifications may fit in the industry.
- **Exchange information** on contacts that may be a useful part of your network.
- **Become comfortable** with an employer so that you may perform better at the employment interview should you get one.
- **Find out more information** on how to build your skills and education in order to move into a different line of work.
- **Develop rapport** with someone who may be a source of employment leads.
- **Familiarize yourself** with an organization that you would like to work for.
- **Find out more about** job descriptions within an organization.
- **Open the door** for future employment opportunities.



A successful Informational Interview can result in job leads that you may not have heard about!

Preparing for an Informational Interview

In order to prepare for an Informational Interview you need to:

1. **Gather** as much information as possible about the type of work performed at this company and the company itself. Use the Internet, other contacts in the community and marketing publications produced by the company.
2. **Prepare** a list of questions to take with you. (see the attached sample list provided)
3. **Decide** who you are going to contact.

(For more information please see the “**Networking**” and “**Company Research**” handouts available in the resource library.)

Some Things to Remember

Before the Interview:

- Schedule a mutually agreeable meeting time.
- Be specific about your purpose.
- Be clear that you do not want to take up too much of their time.
- Take a folder with information you have already gathered, paper, pen and a list of questions.
- Bring along several copies of your resume in case you are asked to provide one.
- Dress appropriately and be on time (no earlier than 10 minutes).

During the Interview:

- Introduce yourself with confidence and a firm handshake.
- Thank the person for giving this time to you.
- Present yourself as professionally as you can.
- Be aware of the time limits of your contact person and don't monopolize their time.
- Show that you are paying close attention by taking notes.
- Be aware of non-verbal communications for yourself and the interviewer.
- Respond to any comments or questions from the employer.
- Briefly describe your qualifications and interests.
- Ask permission to pose questions and record the answers.

After the Interview:

- Thank the person at the end of the interview for their time and information.
- Send a thank-you note.

Sample Informational Interview Questions

1. How did you get into this line of work?

2. What are the ideal qualifications for someone in this type of work?

3. What strategies would you suggest for someone who wants to do this type of work?

4. What types of skills or personality traits are essential for this type of profession?

5. Would you be willing to critique my resume and offer suggestions for improvement?

6. Would my experience and qualifications fit this field?

7. Do my qualifications fit a field related to this one?

8. Is there more training or experience I should gain? If yes, what?

9. What equipment, clothing, and/or transportation are needed?

10. What is a normal workday for someone in this occupation?

11. What are the major rewards of this occupation?

12. What are the drawbacks of this occupation?

13. What is the salary range?

14. Do you see a future demand for this profession?

15. What are the current opportunities for advancement in this field?

16. Are there any present or future opportunities here for someone with my qualifications?

17. Is there anything else I should know?

18. Is there anyone you could recommend that I should contact for further information?
