
Informational Interview

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job. Perhaps you may tap into a hidden job and "get hired."

Following are some good **REASONS TO CONDUCT INFORMATIONAL INTERVIEWS**:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to identify your professional strengths and weaknesses

The informational interview provides the opportunity to build self-confidence and to improve your ability to handle a job interview.

Things you should do during and after an informational interview:

- Take notes during the meeting
- Write topics covered after the interview of the information gained to highlight or remember the important points discussed
- Write a thank you note to the people you interviewed. This will build a strong rapport with career contacts and you increase the likelihood that they will offer assistance with your job search.

Question to ask yourself after the interview:

- What did I learn from this informational interview?
- What did I like about this interview?
- What didn't I like about this interview?
- What advice did I receive?
- How was the environment?
- What made me nervous?

Interviewing/Informational Interview

Prepare a list of your own questions for your Informational interview. Following are some sample questions:

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
14. Who do you know that I should talk to next? When I call him/her, may I use your name?

My Questions to the interviewer are: _____

