

Informational Interviews

Ideas to get you started....

Here are some suggestions regarding information interviews that might be useful.

Introduce Yourself. Make a connection in person, by phone, or by email. Briefly state that you are doing some career exploration, and request an amount of time to meet and ask questions about their profession and current position (usually 20 – 30 minutes).

Honor the time. Arrive on time, and stay within your agreed-upon amount of time.

Come prepared. Take a list of questions with you to help you can maximize the time.

Say “thank you” and acknowledge that the person made a special effort for you.

Ideas for questions:

1. What is the primary purpose of your job?
2. What is a typical day like for you?
3. What drew you to your profession and your current position?
4. What is the most rewarding part of your job?
5. What is the most challenging part of your job?
6. What training and education do you have?
7. What has your career path been like? How did you get where you are?
8. What advice would you give to a person in my current career situation that is thinking about a career in your field of work?
9. Do you have suggestions for other people I might talk with about your field of work?