## Set Up Informational Interviews

An informational interview is an informal conversation that you can have with someone who's working in a job, career, industry, or company that interests you. It is not a job interview, and the objective is not to find a job—but it's a great way to better understand different career paths and opportunities.

You may initially feel uncomfortable reaching out to people you don't know, but understand that informational interviews are very common. And most people enjoy taking some time to talk about their professional journey and give advice to someone interested in their career. Get more comfortable by practicing with people you already know.

### 01/

Think about any family friends, professors, and/or mentors who could answer career questions and provide advice.					

# 02/

Prepare for the interview by developing a brief introduction of yourself and your goals for the meeting.
03/
OUTLINE SOME OPEN-ENDED QUESTIONS THAT YOU'D LIKE TO ASK. SELECT TWO OF THESE STANDARD QUESTIONS AND CREATE TWO MORE OF YOUR OWN:
How did you begin your career?
How would you describe a typical day or week in your role?
What skills and training are needed to be successful in your position?
What are some rewards and challenges with this career?
What advice would you give someone considering this job/career?

### 04/

Now you're ready to set up the interview. You can request an informational interview by phone or email. Either way, draft a script to make sure you prepare what to say.						

### 05/

Conduct the interview (in person, on the phone, or by video call). Make sure to present yourself as you would for a job interview: be professional, be early, and be prepared.

### 06/

Follow up and thank the person for their time. While the informational interview isn't an actual interview, the interaction could lead to a real interview or networking opportunities down the line. Make sure to leave a great impression.

### 07/

# **CHECK IN WITH YOURSELF AFTER THE CALL:** What did you learn (positive or negative)? How did their career fit with your interests, skills, values, and goals? What do you still need to know? Outline your next steps:

For more tips on how to set up an informational interview, sample questions and scripts, and how to conduct the interview, visit **career.ucsd.edu/informational-interviews**.