Informational Interviews

Practice your 30 second pitch with a few people as they engage you in a career conversation, resume review and/or mock interview.

1. Before the Interview
   - Do Your Research
     Do initial research to gain a basic understanding of the occupation or field.
   - Target a Professional
     Start with friends, family, Career Center Staff and professors. Use LinkedIn and professional associations to connect with alumni or others in the industry.
   - Contact
     Request an appointment via phone/email. Be specific with your request and flexible with your availability. Respond promptly and stick to agreed meeting date.
   - Prepare & Impress
     Confirm appointment, dress appropriately, know where you’re supposed to be, and show up on time. Have questions ready and take light notes. Thank them for their time and send a thank you note or email within 24-48 hours.

2. During the Interview (Take Notes)
   - Introduce Yourself
     (What’s your intro?)
   - Share Purpose
     (Why did you contact them?)
   - Ask Questions
     (What do you hope to learn from them?)
   - Thank the Person
     (Why are you appreciative?)

3. Who did you contact?
   - What did you learn & what are your next action steps?
   - Name | Organization | Contact Info | Date

Questions to Ask...
- How would you describe a typical day or week in your role? What key strengths, skills, and abilities do you use to succeed in your position?
- What experiences are most helpful for successful preparation for (or transition into) this field or position?
- What are the rewards and challenges of this position?
- What are the key trends, issues, opportunities and challenges you see?
- What are the most important things I should consider as I learn more about this field?
- What other resources or people should I connect with or learn more about?
- Would you be willing to refer me to other people willing to help me in my research and exploration process?