

INFORMATIONAL INTERVIEWING



One of the best ways to find out what a particular career is like is to talk to someone who is working in that field.

An informational interview is an interview that you initiate. You ask the questions. The purpose is to get more information, not to get a job.

REASONS TO CONDUCT AN INFORMATIONAL INTERVIEW:

1. To explore careers and clarify your career goal
2. To expand your professional network
3. To find out what education or training you may need

HOW TO CONDUCT AN INFORMATIONAL INTERVIEW:

Identify the career you want to learn more about: Make a list of careers that you find interesting. Select the one you want to explore first.

Prepare for the interview: Learn about the career. Prepare a list of questions you would like to ask.

Identify people to interview: Start with lists of people you know. Search online to discover companies that employ people in that career field.

Arrange the interview: Contact the person (or company) to ask for an interview. Identify yourself as someone interested in learning about that career. We recommend asking for 20 minutes of their time to ask some questions about that career.

Conduct the interview: Dress appropriately, arrive on time, be polite and respectful. Bring your list of questions to ask, but allow for conversation, as well.

Follow up: Be sure to send a thank you note or email to your contact within 2-3 days of the interview.

CAREER SERVICES



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La Crosse Campus
SSC - Room 202



INFORMATIONAL INTERVIEW QUESTIONS

CONSIDER USING SOME OF THESE 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. Are there any negatives to this job?
6. How did you get your job?
7. What opportunities for advancement are there in this field?
8. What entry level jobs are best for learning as much as possible?
9. What are the salary ranges for various levels in this field?
10. How do you see jobs in this field changing in the future?
11. Is there a demand for people in this occupation?
12. What special advice would you give a person entering this field?
13. What types of training do companies offer person entering this field?
14. What are the basic prerequisites for jobs in this field?
15. What do you think of the experience I've had so far in terms of entering this field?
16. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
17. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
18. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
19. Is there anything else that you think I need to know?
20. Who do you know that I could talk to next? When I call them may I use your name?