

# INFORMATIONAL INTERVIEWING

## WHAT'S AN INFORMATIONAL INTERVIEW?

An informational interview is a conversation with a career professional to collect information about a job, career field, industry or company.

An informational interview is not a job interview. It gives you the opportunity to build your network, expand your knowledge of the job market, and learn about potential career paths.

Want to ask the right questions? **POSSIBLE.**

HERE'S HOW... REVIEW THE *TOP QUESTIONS & TIPS.*

### PERSONAL CAREER STORY

- What is your educational background?  
How did you decide to go into this field?
- How did you get started in this field?
- Does the career path require an advanced degree and if so, is a master's or Ph.D a better choice?
- What do you wish you would have known prior to entering this field?
- What is a typical career path for individuals in your position?

### A DAY IN THE LIFE

- What are your major duties and responsibilities?
- What do you do during a typical work day/ week?
- What do you find most rewarding about your job?
- What were the positions that you had that led to this one?
- What do you like most and least about your job?

### MEET THE EMPLOYER

- What is the size of your company/organization?
- Are you a global company/organization?
- Where do you have offices?
- What are the challenges facing this industry today?
- What sets your company/organization apart from similar ones in this industry?

# MORE ABOUT INFORMATIONAL INTERVIEWING

## WORKPLACE CULTURE

- What are your biggest challenges or problems that you must deal with?
- Do you work primarily alone or in collaboration with others? With whom?
- Who evaluates your performance? How is this done?
- What kind of on-the-job training is provided?
- What is the on-boarding process like for a new employee?

## TIPS AND ADVICE

- What kinds of skills should a job seeker highlight in resumes and interviews?
- What advice do you have for me as I break into this field?
- How do you see technology changing/influencing this field?
- What specific aspects of my background should I highlight or sell the most when applying for positions?
- Do I have to develop some skills or gain some experiences to make myself more competitive?

## WORK LIFE BALANCE

- Is there travel involved with your job?
- How much flexibility do you have in terms of dress, work hours, vacation, etc.?
- What hours do individuals in this job usually work? Is there much flexibility in those?
- How would you describe your work environment?
- What obligation does your work place upon you, outside of the ordinary work week?

## WHAT'S NEXT?

- Do you know other people in the field that I can talk to?
- Can I use your name when I contact them?
- If I have any questions can I stay in contact with you?
- What is a typical entry-level salary in this field?
- Are there any professional groups in this field you recommend I join?