



Informational Interviews

An informational interview is your opportunity to seek advice and guidance regarding your career transition. Use them with people you know and people you just met as a result of a referral. This is your opportunity to make new contacts, evaluate direction, and get information you need. An informational interview differs from a job-hunting interview because the focus of the interview is on acquiring information and advice and not seeking job leads, or job consideration.

Prepare your questions in beforehand to make the most of your time. It is most viewed very positively when you have your questions written out in advance for your interview. Each connection will greatly appreciate your preparation. And remember, avoid asking for job leads.

Ask questions about the person and their advice for you

1. What advice would you offer as I seek my next position?
2. What attracted you to this industry, company, and your job?
3. What aspects of your career have you found most and least rewarding and why? Any regrets?
4. What gets in the way of success in this profession?
5. What else should I know about this field?

Ask questions about their organization

1. In what areas do you see your company expanding? What developments do you expect in this industry? Do you predict development of new products and/or services?
2. How is your company preparing for these changes?
3. What obstacles do you see getting in the way of the company's profitability or growth?
4. What do you enjoy most about this industry, company, and your job?



Ask questions about their field of work

1. How does an individual get ahead in your field?
2. What is the highest-level job one can hold in this career?
3. What might be a typical career path in this field or organization?
4. What advancement opportunities are available?

Ask questions about exploring opportunities within the field

1. What strategies would you be using if you were in a job search for a position in this field?
2. Would you mind reviewing my resume and giving me feedback on it?
3. What types of questions should I expect when interviewing for a job in this field?

Ask for referrals

1. Would you be willing to refer me to other people in the field who might have additional information? May I say you suggested I contact them?
2. Have you heard of organizations that have been expanding?

Don't take up too much of their time. An informational interview should last no more than fifteen to twenty minutes, unless your contact insists on supplying you more info and asks you for more of your time.

One more hint: please put these questions in your own words. If every job seeker asks these same questions, it won't be long before they sound "canned" and they won't work for anyone.