

INFORMATIONAL INTERVIEW

Learn insider information about the job/career you are interested in.

WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is a meeting between you and another professional. It is a way to find out more about the industry, occupation, or companies where you may want to work. It can also be a way to evaluate how well your skills and interests fit with a particular career or employer.

You initiate an informational interview and are expected to ask the questions. The purpose is to obtain information, not to get a job. These interviews are also a good opportunity to get leads and develop key contacts, that will help tap the hidden job market – or jobs that aren't always advertised.

HOW DO YOU SET ONE UP?

Pick up the phone and make contact. Possible phone script:

Ms. Cobb,

Brad Johnson suggested I speak with you. My name is Steven Olson and I am interested in the _____ field. I could use advice from someone who is in this field. Do you have any time this week when I could meet with you? I know you're busy, so I only need about 30 minutes of your time. I would really like to learn more about your company and the _____ field from someone like you."

You may want to explain a little about your own background and why their occupation appeals to you. Be sure that they do not get the impression that you are asking them for a job.

Desire is the key to motivation, but it's determination and commitment to an unrelenting pursuit of your goal - a commitment to excellence - that will enable you to attain the success you seek.

- Mario Andretti

SCHEDULE FOUR INFORMATIONAL INTERVIEWS

Consider companies you would want to work for or refer to your networking exercise for people in the industry you want to meet.

1.

FULL NAME	OCCUPATION	COMPANY
ADDRESS	PHONE	EMAIL

2.

FULL NAME	OCCUPATION	COMPANY
ADDRESS	PHONE	EMAIL

3.

FULL NAME	OCCUPATION	COMPANY
ADDRESS	PHONE	EMAIL

4.

FULL NAME	OCCUPATION	COMPANY
ADDRESS	PHONE	EMAIL

SELECT SOME SAMPLE INTERVIEW QUESTIONS

- What is a day on this job really like?
- What do you like about your job? Dislike?
- Is your job typical of others in this field?
- What's the corporate culture like here?
- How did you get into this field?
- How do you stay current in your knowledge?
- What kind of experience or training is required?
- May I have a copy of a job description?
- What is the potential for advancement in this field?
- What are current job prospects like?
- Are there related fields I might want to look into if few jobs are available in my primary career field?
- What's the best way to find out about jobs in this field?
- What are employers looking for? (Skills, education, experience)
- Can you refer me to someone else in this field?