

PREPARING FOR THE INTERVIEW

Preparing for the Informational Interview

1. Identify a professional (or two) to contact in your area of interest. Your instructor or the Career Placement Specialist can help.
2. Research the individuals – know their job title and the company they work for. Get their contact information.
3. Reach out to the person via phone or email to schedule a time to talk – let them know your intentions upfront.
4. Prepare questions to ask.
5. Be mindful of their time. Keep the interview to 30 minutes or less.
6. Follow up and thank the person for their time.

POST INTERVIEW REFLECTION

Post Interview Reflection

- What did you learn: positive & negative?
- How did this career fit in with your interests, skills, and values?
- What do you still need to know?
- What are your next steps?

SAMPLE QUESTIONS TO ASK

Sample Questions to Ask

- How did you begin your career?
- Is the career what you expected it to be?
- How would you describe a typical day or week in your position?
- What skills & training are needed to be successful in your position?
- What are some rewards & challenges with this career?
- What advice would you give someone considering this job/career?

EMAIL REQUEST TIPS

E-mail Request Tips

Introduce yourself and state how you found the person. State if you were referred by someone, indicate who and how you know them.

Clearly state that you are not contacting this person about a job, but instead you are seeking advice and information.

Conclude with requesting either a phone or in-person meeting at their convenience. Provide your phone number should they choose to call you.

