

Informational Interview Packet



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Informational Interviews

The Value of an Informational Interview:

- A great way to get information about an industry or job you are considering
- It's like a job interview except you ask about an occupation, not about a specific job opening
- You can gather information to determine if this occupation might be a good fit for you
- You have the opportunity to start building a network and connections
- If done correctly this can lead to job search suggestions or position openings information

Who to Ask:

- Friends, family, neighbors, supervisors, coworkers, classmates and anyone they know
- Professors with industry contacts
- People listed in the yellow pages or in online directories (Stillwater, your hometown or surrounding areas)
- Contacts listed on hireosugrads.com
- Your parent's coworkers or people in other departments at their company

Guidelines:

- When you call or email explain how you got their name
- Explain that you are seeking advice and information
- Ask to meet for 20-30 minutes and stick to that timeline
- Outline a few of the key questions you plan to ask during the interview so they can be prepared
- Bring paper and pen to take notes
- Research beforehand about the person, their position, and their company
- Take a copy of your resume so they have a perspective on your experience and skills
- **DON'T ask for a job in any way**

Questions to Ask:

- How did you get into this type of work?
- What type of education/training/preparation did you have?
- Is there a demand for people in this occupation?
- How do you see jobs in this field changing in the future?
- What are the advancement opportunities and limits?
- What part of your job do you enjoy the most? The least?
- What three skills do you use most often?
- Describe a typical day or week?
- What are some of the more challenging projects or tasks related to your position?
- What must a person do to stay competitive in this field?
- How does your job affect your home and family life?
- How do you suggest I learn more about this field?
- Which professional associations or journals do you recommend I read?
- What type of student involvement would help me learn more about this industry?
- What kind of student experience should I build on my resume?
- Do you have any feedback on my resume?

Afterwards:

- Before you leave let them know you would like to be of service to them any way possible
- Ask for referrals to others who might be available for an informational interview
- Ask for a business card
- Send a thank you card or email right away
- Follow up with them later about upcoming interviews or other related involvements