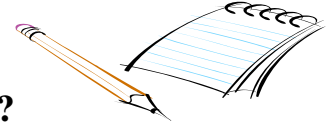


# **INFORMATIONAL INTERVIEWING**



WHERE YOU GET TO ASK THE QUESTIONS.....



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## **> WHAT IS AN INFORMATIONAL INTERVIEW?**

This is an opportunity to set up meetings with employers or other individuals who can give you information on your field of interest, the job market, and additional potential contacts. **You are not asking for a job or going around the job interview process.** You are simply there to get advice and learn.

Use this technique to:

- ⇒ **Network** to find the hidden job market
- ⇒ **Find information** about a career field or employer
- ⇒ **Gain suggestions/referrals** to other companies/individuals to contact
- ⇒ Get an opportunity **to meet people in your line of work**
- ⇒ **Expand your network**

## **> WHO DO I CONTACT?**

- ⇒ Decide what companies and/or fields you are interested in
- ⇒ Talk to your network about who you may wish to contact in these areas
- ⇒ Make a list

## **> HOW DO I SET UP AND WHAT DO I SAY WHEN I ASK FOR AN INFORMATIONAL INTERVIEW?**

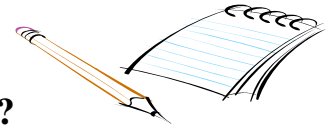
- ⇒ **Call** - Introduce yourself, tell how you found out about the person, the purpose of your contact, and request an informational interview.
- ⇒ If you are uncertain what to say when you are requesting an informational interview try writing down a draft of what you would like to say. This can involve just having a list of bullet points or a paragraph written out to work off of. **An example of what to say:**  
“Hello my name is Jane D. I am majoring in Marketing at Nicolet College. Mr. Smith from the newspaper office here in town suggested I speak to you. I am looking at a career in telemarketing and would appreciate meeting with you to discuss your insights and advice on this profession. Could you spare twenty minutes of your time to meet with me?”
- ⇒ You could also **send a letter** or **go in person**.
- ⇒ Let them know you are willing to **work around their schedule**.
- ⇒ **Keep a record** of who you are going to see and their job title.
- ⇒ **Note the results**.

**For an Informational Interviewing Tutorial--[www.quintcareers.com/informational\\_interviewing.html](http://www.quintcareers.com/informational_interviewing.html)**





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**> WHAT QUESTIONS SHOULD I ASK?**

- ⇒ **Be prepared.** Know yourself and your goals.
- ⇒ Have a **list of questions** to take with you.
- ⇒ Pick questions that are specific to whom you are talking. Questions you ask may vary depending on whether you are talking to an employer or someone who actually works in your career area.
- ⇒ **Some examples are:**
  1. What jobs are available in my field?
  2. How did you start in this field?
  3. What advice do you have for someone trying to get into this type of work?
  4. What do you like most about your job?
  5. What do you like least about your job?
  6. How do you spend a typical day?
  7. What is the employment outlook for this field?
  8. How long have you been doing this type of work?
  9. Would I need to relocate to find employment in this field?
  10. What are the advancement prospects in this field?
  11. Do you provide On-the-Job Training and educational opportunities?
  12. Do you have any advice about my resume?
  13. Do you have any suggestions on who else I might talk to about this field?
  14. What are the basic pre-requisites for employment in this field?
  15. Do you have suggestion on any additional training or skill areas for me to work on?
  16. What type of pay range can be expected in this line of employment?
  17. What type of challenges do you deal with in this position?

**> HOW AND WHEN DO I FOLLOW-UP?**

- ⇒ Send a thank you note
- ⇒ Let them know what happens in your career search

**> ADDITIONAL TIPS:**

- ⇒ Dress as you would for a regular interview
- ⇒ Be on time
- ⇒ Research the company before going to the interview
- ⇒ Take a resume with you
- ⇒ Keep a record of who you talked to, information gained, other referral info
- ⇒ Take notes
- ⇒ Keep track of any other referral ideas
- ⇒ Follow-up on any leads you get through your informational interviews

