

INFORMATIONAL INTERVIEWS

The College of Liberal Arts
CAREER CENTER

Conducting informational interviews can broaden your professional network and assist you in gaining information about a specific career field or academic major. Use the following guidelines to help you utilize this valuable resource.

WHY DO THEM?

- **Gather Advice:** Collect information concerning the academic major or career field in which you are interested.
- **Develop Your Network:** Tap your resources to learn about other individuals you should contact. Utilize information from LinkedIn, alumni and professional associations and conferences.
- **Obtain Insight from a Professional:** Gain valuable feedback concerning your resume and helpful information specific to your prospective field.



HOW SHOULD I PREPARE?

- **Contact the Individuals with Whom You With to Meet:** Schedule an appointment with someone who is in the career field or academic major you wish to pursue.
- **Make a List:** Prepare a list of questions to ask during the interview.
- **Respect the Interviewer's Time:** Honor the time agreed upon by moving the conversation to a close 2-3 minutes prior to the end of your meeting.

WHAT STEPS DO I TAKE AFTER THE INTERVIEW?

- Request a business card/contact information.
- Send a thank-you note or email to express your gratitude for their time and information within 24 hours.

WHAT SHOULD I ASK?

- How did you decide on this career?
- Tell me about your career journey. How did you get into this position?
- How long have you been in this career?
- How did you find your job? (Career fair, networking, etc.)
- What specific skills and/or qualifications are required for someone in your position?
- What was your favorite subject in college?
- Describe what you do in your job?
- What do you like most about your job?
- What is the most challenging part about your job?
- What steps would you recommend to someone interested in this career?
- About how many hours per week do you spend doing your job?
- What books or journals that are related to your career/job do you read regularly?
- What professional associations are you a part of?
- Why are you a part of this association?
- What is your role in the association?



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