Informational interviews are brief, face to face meetings with people in occupations or positions that you either want to explore or pursue. They can be one of the most valuable of all sources of occupational information.

There are two kinds: Research Interviews and Networking Interviews. It’s important to understand the difference so that you can clearly state which kind you’re doing when you first contact people and determine what you want to get out of the experience. Most college students and people exploring careers need to do research interviews. Once you are focused and experienced with research interviews, networking interviews for job openings and opportunities will become more appropriate. The other side of this page offers details about the two kinds of informational interviews.

**How to Find Contacts**

It’s easiest to start with someone you know, or someone a friend, relative or professor knows. Remember that you really only need one person’s name to begin with because at the end of the interview with them, you will ask for the names of a couple of other people you can talk to. Soon you will have many names for additional informational interviews. Other sources for informational interviews include:

- **Friends/neighbors/family**
- **College career centers**
- **Former employers**
- **Newspaper/Magazine articles**
- **Yellow pages**

- **Company/Organization Home Pages**
- **Professional journals and associations**
- **Conferences and Workshops**
- **Community service organizations**
- **Professors and Instructors**

- **Service providers (banks, salons, etc.)**
- **Human Resource/Personnel officers**
- **Alumni and other associations**
- **Directories**
- **Interest groups and clubs**

You can also call the main switchboard at an organization you’re interested in and ask to whom you might speak about your career area. Be prepared to ask questions and explain your objective to help locate the appropriate person.

**Setting up an Informational Interview**

It is important to do these face to face, so ask for a 30-40 minute meeting when you call or send a letter or an e-mail requesting an informational interview (see sample letters, phone scripts and e-mails at the end of the packet.) You may want to prepare a short script of 5-10 sentences long and practice requesting the informational interview with a friend. Remember to:

- **Give your name and affiliation.**
- **Say how you got their name.**
- **Give a brief background summary about yourself, roughly 2 sentences, if appropriate.**
- **Explain, in about 2 sentences, what the purpose of your visit would be: the main purpose of either research or networking interviews is to GATHER INFORMATION.**
  - With research interviews, you want to learn about the person’s field or a specific career area. For example, marketing.
  - With networking interviews, you want to learn more about a particular organization, a specific career path or employment opportunities in the field.
- **Request a 30-40 minute meeting with them in person, so you can see their work environment. Remember to be flexible; you might have to work around their busy schedule.**
- **Get complete directions to their place of business and leave you number in case they must reschedule.**

**Suggestions**

- **Arrive 5-10 minutes early.**
- **Dress professionally.**
- **Learn about the occupation/organization ahead of time so you can develop some thoughtful questions. Keep your own interest and values in mind when preparing your list.**
- **Send a thank you note within 24-48 hours after the meeting.**
- **Though it may be appropriate to bring your resume to a networking interview, it can be strategic to send your resume with your thank you note after the meeting. This way you can tailor your resume to the specific company.**
- **If you have any questions or need more information about this process, call CCCLC at 624-7577.**

**Are you unfocused** or only generally focused about what occupation you want to pursue? For example, do you know you’re interested in Marketing, but are unsure of job titles, different options within the field, or organizations or companies with marketing positions?

**Do you want to learn** about a particular field, company, job titles, salaries, opportunities, etc.?
Sample Research Interview Questions

* What does the organization do? **Note:** You should already have a general sense of this from your preparation and reading.
  Be sure your question reflects your prior research and focus on specifics.
* What are your job responsibilities?
* Does this job go by any other title in other organizations?
* What background is necessary or helpful for this position?
* What are the five most important skills for this field?
* What do you do in a typical day?
* What do you like best about this job?
* What are some of your least favorite things about it?
* What personal characteristics are employers looking for in this position?
* What are typical career paths for people in this field?
* What are the best ways to enter this field?
* What is the occupational outlook on a local and national level?
* Looking back, what would you have done differently regarding your career path?
* How would you characterize the working conditions? For example, would you describe your position as closely supervised? Do you have a supportive management? Is this position high pressure? Do you work independently?
* What are current trends, changes or controversies in the field?
* If I work in this field, what are the big mistakes to avoid?
* What is a typical salary range? How does this vary by setting?
* Can you suggest some recent publications that discuss the field? What associations do people in this field generally belong to?
* Can you suggest other people I could talk to? May I use your name as a referral?
* Are there any other insights you have that would give me a greater understanding of this occupation?
* **Note:** Ask for a business card to obtain accurate name, title and address information.

Sample Networking Interview Questions

* Does the position go by another title?
* What does the organization do?
* How is this company/institution/position funded? How is it doing in terms of growth and expansion?
* What are your responsibilities?
* Are there any particular educational or training programs required or recommended for the position?
* What characteristics would an employer look for in a person to fill a position in this field?
* What top five skills, abilities or personality traits are actually most useful on the job?
* What is the typical “career path” for someone in this occupation? Where do you start at entry level and what kinds of promotions or directions can you expect?
* What is the employment outlook for people in this field? Will there be more or fewer openings in the future?
* What is the salary range for someone entering this field?
* How would you characterize the working conditions? What kinds of stress/pressure on the job, supervision, dress code, level of autonomy, etc.?
* What are the most satisfying and least satisfying aspects of your work?
* If you could redesign your job, what parts would you keep and what parts would you change or eliminate?
* If you had it to do all over again, what would you do differently in your career?
* If your present job were to become obsolete, in what other kinds of jobs could you apply your skills?
* How do people find out about openings in your line of work?
* Who would I interview for a different perspective about this career? May I use your name as a referral?
* **Note:** Ask for a business card to obtain accurate name, title and address information.