



[www.parkland.edu/
careercenter](http://www.parkland.edu/careercenter)

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8a.m. - 5p.m.

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2400 W. Bradley Ave.
Champaign, IL 61821
Room U238

10 Tips for Informational Interviewing

An informational interview is a conversation with a professional in a career field you would like to learn more about. It is not a job interview. The purpose is to develop contacts and gather information about a career field, job, or industry.

Consider the following ten tips for your informational interview:

1. **When setting up the meeting**, say who you are and how you got the person's name.
2. **Make it clear** that you are not asking to be considered for a job; you are just asking for 20-30 minutes of their time to ask for career advice.
3. **Prepare a list of questions** (see back of this sheet).
4. **Dress appropriately** (as you would for a job interview).
5. **Do not send a resumé** in advance, but have a few copies ready to distribute.
6. **Prepare an opening statement** about who you are and your interest in the career area.
7. **Be prepared** to answer general questions about your career goals.
8. **Take notes** during your meeting, as long as it does not interrupt communication between the two of you.
9. **Thank the person** for his/her time and ask for a business card.
10. **Follow-up** with a thank-you note to show your appreciation!

Visit the Career Center (room U238) for assistance with resumé, interviewing, career guidance, and occupational information.

Parkland College ensures equal educational opportunities are offered to all students regardless of race, color, national origin, gender, gender expression, disability, sexual orientation, veteran/Vietnam veteran era, age, or religion, and is Section 504/ADA compliant. For additional information or accommodations, call 217/351-2551.

Sample questions you might consider:

- Can you describe how and why you chose this field?
- What do you find the most challenging?
- What are the skills and qualities you feel are important to succeed in this kind of work?
- What academic major, training and/or other preparation would you recommend?
- Can you describe a typical day or week at your job?
- What do you like the most about your job? the least?
- Are there other people you could suggest I might contact?

Other sample questions available at:

<http://jobsearch.about.com/od/infointerviews/a/infointervquest.htm>