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**Hours:**

**Monday - Friday**

**8am-5pm**



**2400 W. Bradley Ave.**

**Champaign, IL 61821**

**Room U267**

# 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 Career Services (U267) for assistance with resúmes, interviewing, career guidance, and occupational information.**

### **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>