

What is an Informational Interview?

An informational interview is a meeting in which a student or job seeker collects information by interviewing someone who is currently employed in a particular career field, industry, or company. This information can help you make more informed career decisions. Remember, the purpose of an informational interview is to learn about the career, not to ask for a job!

Before You Schedule an Informational Interview

- Choose an occupation and research the career field before the informational interview.
- Identify the key information that you would like to learn about the industry.
- Develop a list of questions you want to ask that will help you make a decision.

How to Set Up an Informational Interview

- Find someone who is working in your chosen career field—ask friends, family or professors to introduce you to someone, or use LinkedIn to identify connections.
- Contact professionals by phone or email. Introduce yourself, explain the purpose of your request, and ask for times that would work in their schedule. Plan to spend 15-30 minutes in an informational interview.

Tips for Informational Interviewing

- Dress professionally.
- Remember to bring your list of questions, a copy of your resume, and a notebook/pen to take notes!
- Introduce yourself. Share your educational or work background, your current major, and what your future career goals are. Keep the information professional—do not offer unnecessary personal information.
- Be prepared to lead the interview with your questions while allowing the interview to unfold naturally.
- Be mindful of the time! Make sure that you keep your interview within the scheduled time you agreed to.
- Make sure to thank the professional on the way out. **Ask for their business card** and send them a thank you note or email within 24 hours.