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CAREER SERVICES

# Informational Interviewing

Informational interviews are used to gain a better understanding of an occupation or occupational setting. This type of interview is used to gain information to assist you with deciding on a career field or finding a direction for future employment. During informational interviews, you ask the majority of the questions. You can conduct informational interviews over the telephone or during a company visit. This interview should **not** be used as a way to get a job offer. However, if the interviewer expresses a *clear* interest in you as a job candidate, you must decide what to do next. In this case, you should consider the possibility of arranging another time for a formal interview.

A few sample informational interview questions include:

- What is a typical day like; what do you do?
- What are the opportunities for advancement within this field or this company?
- How did you get into this field?
- What frustrations/difficulties do you have in your job?
- What degrees or training are necessary for this kind of work?
- Would you recommend any journals or trade magazines that will assist me in understanding more about this occupation/occupational setting?
- Where, in your opinion, is the best place to look for a job in this field?
- Is there a deficit of qualified personnel in any part of this field?
- What are the starting salaries of entry-level positions in this field? Other levels?
- What professional organizations do you belong to? Should I join them now?
- Are you doing what you thought you'd be doing when you started?
- What are some things you like to do in your work?
- How mobile and flexible can you be in this field?
- How secure is your job and other jobs in this field?
- If you were starting out again, what would you do differently?
- What is the future potential for growth?
- Is working for this organization, or one like it, a good way to get into the field?
- Would you mind reviewing my résumé and giving me constructive suggestions for improvement?
- Is there any advice you would give anyone entering this field?
- What are some of the most important factors that contribute to your success?
- What skills are most important for your kind of work?
- Can you give me the names of other people who might provide me with additional information? May I use your name as a reference?

Always follow up with a personal thank you card after the interview. For more information interviewing strategies and helpful tips visit with a career adviser in CUC Suite 215. We can also take you around the office and guide you through the various resources and services that are available.