

INFORMATIVE INTERVIEW

VIRTUAL WORKPLACE EXPERIENCES




CAREER COMPASS
EXPERIENCE COORDINATION

WHAT IS AN INFORMATIONAL INTERVIEW?


- An informational interview is an interview conducted to collect information about a job, career field, industry or company.
- An informational interview is not a job interview. Rather, it's an interview with an individual working in a career you would like to learn more about.
- In other words, you are trying on a job to see if it fits.

Doyle, Allyson. "What Is An Informational Interview." *About Careers*. Web. 13 Feb. 2015.

WHY CONDUCT AN INFORMATIONAL INTERVIEW?

- To explore careers; clarify career goals
 - To observe and get a feel for different work environments
 - Discover careers you never knew existed
 - Develop the social skills needed for professional interactions
 - Gain access to the most current career information
 - Find different ways to prepare for a particular career
- 

QUESTIONS TO ASK

1. What are your responsibilities?
 2. What do you like most about your job?
 3. What are the typical working conditions? (hours, stress level, physical working conditions)
 4. Why did you choose this occupation?
 5. What academic skills are needed?
 6. What non-academic skills are needed? (Communication, leadership, creativity, etc.)
 7. What do you wish you had studied more of while in school?
 8. What education or training did you receive after high school?
 9. Do you have any advice for a student that is considering this career option?
- 

TIPS

- Be prepared – Research the organization or company and the person with whom you will be speaking
 - Dress professionally
 - Test technical capabilities 5 to 10 minutes prior to online interaction
 - Bring a list of questions. Make sure you have a notebook and pen to write down the answers.
 - Stay focused
 - Be professional
 - Stick to the time limit
 - Say thank you in person as well as
 - Send a thank you note within 24-28 hours after the interview
- 