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CAREER

Quick Tips

Informational interviewing

An informational interview is a meeting in which a job-seeker asks for career and industry advice rather than employment. Call people with jobs you find interesting to set up an appointment. Be very clear when you call that you are only seeking information, not a job. Here are some tips:

- Ask well-prepared questions (see below)
- Prepare with research about the industry and the individual
- Arrange a time and place convenient to the professional
- Set a short time for the discussion (15 minutes is typical)
- Have business cards available
- Dress appropriately
- Arrive promptly
- Offer to terminate the meeting at the end of the agreed time
- Offer to pay any bill associated with the meeting, from coffee to the dinner tab
- Write a personalized thank-you note

General questions about the career field:

- What types of training do companies offer those who enter this field?
- In what ways is your occupation changing?
- What advice do you have for job-seekers in this field?

About the job:

- What was your title when you first started here?
- What precisely do you do? What are responsibilities of your job?
- What do you like most about your job?

Culture of the company or organization:

- Why did you decide to work for this company?
- What do you like most about this company?
- How does your company differ from its competitors?

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