

THE INFORMATIONAL INTERVIEW

WHAT'S AN INFO INTERVIEW?

Informational interviews provide an opportunity to explore possible career paths, expand your professional network, and build confidence for your job interviews in 30 minutes or less. Although an informational interview or job shadow won't immediately result in a job, it's a great way to get gain visibility.

BEFORE

Who Can I Contact?

Friends
Family
Classmates
Alumni
LinkedIn Connections
Recruiters
Mentors

How Do I Contact Them?

Typically via **email** or **LinkedIn message** is the most professional way of asking someone for an informational interview. These can be **conducted in person** or **over the phone**.

Research the Company

Values
Mission
Products/Services
Student Opportunities
Location
Industry
News about Company

DURING

Example Questions to Ask:

1. Tell me about a typical day?
2. What are the responsibilities of your position?
3. Tell me about the culture and working environment of your company?
4. What makes you excited about the future of your company?
5. What experiences were most impactful throughout the development of your career?



PRO TIP

Remember that info interviews are a time for both people to get to know each other. Make sure you're listening to each answer and don't get flustered if you don't get answers to all of your questions you prepared. Treat it like a normal conversation. It can be even better if your conversation goes off on a tangent!

AFTER

Reflect

- Am I interested in the company?
- Am I interested in the industry?
- What are my next steps in learning more about the possible opportunities?
- How do I take action on their advice/guidance?

Following Up

Follow up within 24 hours with a thank you email highlighting key takeaways from your conversation.