

CAREER EXPLORATION: INFORMATIONAL INTERVIEW WORKSHEET

Purpose:

Informational interviewing is a means to explore and gather information on certain majors and careers. Interviewing people in career fields can give you a more specific, personalized experience, and can help you “get a feel” for whether or not you would like a particular work environment.

Part I: Follow the steps on page 2 to set up and conduct an informational interview.

Part II: Interview details:

Name of person you spoke with: _____

Title and organization: _____

Date of interview: _____

Interview format (i.e. phone, at company): _____

How did you find and arrange this interview?: _____

(e.g., LinkedIn, alumni network, friends and family, etc.)

Why did you choose this person to interview? _____

Part III:

Provide a brief summary of your findings/experience.

What did you learn about the interviewee’s career and educational background?

What steps does it take to pursue a career in this field? What information about this occupations future outlook did they share?

Some sample questions to ask during an informational interview can be found at:

- http://www.quintcareers.com/informational_interview_questions.html
- <http://hrweb.mit.edu/system/files/Sample+Informational+Interview+Questions.pdf>
- <http://www.career.cornell.edu/students/options/networking/Conduct/questions.cfm>
- <http://careercenter.umich.edu/article/informational-interviewing>

Step 3: Conduct the interview.

Your presence and presentation in the interview is important in both obtaining the information you are seeking, and in helping to establish future networking possibilities. Below are some recommendations for interview etiquette:

- <https://www.themuse.com/advice/5-keys-to-acing-your-informational-interview>
- <http://www.northeastern.edu/careers/blog/professional-etiquette-info-interview/>

Step 4: Say thank you and stay connected.

Send a thank you note within 1-2 days after your interview—or at the very least, a thank you email. Thank your interviewer for their time and express your appreciation for the specific knowledge you gained. Based on what was discussed, make sure to include any appropriate follow-up information in your note, such as your contact info, a resume to be critiqued, or further steps you plan to take in your career exploration process.

Here are some examples of thank you notes after an informational interview:

<https://career.berkeley.edu/sites/default/files/pdf/SampleThankYouLetters.pdf>.

Other resources:

- Monster.com- Informational interviewing: <http://career-advice.monster.com/job-search/professional-networking/informational-interviewing/article.aspx>