INFORMATIONAL INTERVIEW GUIDE
How to collect information about a job, career field, or industry

PURPOSE
Explore the reality of a career path, learn tips for preparation in a career field, and clarify career goals. Create a setting to develop future professional relationships, and present a chance for referrals. Establish a possible opportunity for future employment through networking.

1. RESEARCH
- Career field or companies
  - Study the industry
  - Study the history/background of company
  - Know jargon/vocabulary used in field

2. CONTACT
- Contact multiple people to get several perspectives about a career field
  - Personal: family, friends, advisors, professors, supervisors
  - Cold Contacts: referrals, other university professionals, recruiters, guest speakers, professional associations
  - Social Network: Handshake, LinkedIn, college alumni network, social networks
- Initiate Contact:
  - Message through Handshake, email or phone; introduce yourself (elevator pitch)
  - Inform the contact of the purpose of the interview and let them know that you won’t take more than 15-20 minutes of their time
  - Set up time and place to conduct the interview (in person, over the phone, at their job)
  - If the person you ask says “no” to an interview, then ask them if they know of someone else who might be open to an interview

3. PREPARE
- Have an objective or goal for the interview
  - What do you want to get out of it?
- Set an agenda
- Write open ended questions (see reverse)
- Practice interviewing
  - Don’t go in cold
- Be prepared to answer questions about what you are looking for

4. CONDUCT INTERVIEW
- In person: arrive early (10 minutes before), dress professionally (make a good impression)
- Keep interview short (15-20 minutes)
  - Keep track to the time. If the interview goes past the agreed upon time, stop and acknowledge the time, be willing to stop the interview.
- Ask prepared questions
- Take notes (have pen and paper)
- Ask them of other people to meet with (referrals)
- Ask if you could meet with them again, if needed
- End interview with follow-up actions
- Thank them for their time

5. FOLLOW UP
- Send a thank you note
- Connect with them online, keep in contact (networking)

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### POTENTIAL QUESTION CATEGORIES

#### Job Environment
- Culture
- Organizational structure
- Interaction with other workers
- Growth opportunities: promotions/career ladder/advancement
- Turnover

#### Industry/Field
- Field expanding, opportunities, future trends
- Problems in field
- Related industry fields/occupations
- Products
- Setting for occupation (educational institutions, businesses, non-profits)
- Best way to find jobs in field
- Entry level job positions
- Other companies in the field
- Contacts with other organizations
- Volunteer and professional development opportunities

#### Benefits & Challenges
- Favorite aspects of their job
- Things they like least about their job
- Work/life balance
- Job stress
- Overall job satisfaction
- Job challenges

#### Position Description
- Salary
- Roles, tasks, responsibilities
- Routine: typical day, month, year
- Schedule: flexible/rigid
- Hours worked per week
- Technology used
- Up-to-date knowledge

#### Entrance Requirements/Prepartion/Experience
- Steps into the field
- Prerequisites
- Preparation (internship, volunteer work)
- Training, skills, background
- Degrees, education, courses
- Personal qualities - characteristics that fit the industry
- Resume - what stands out/is impressive

### SAMPLE QUESTIONS

- What do you like most/least about the profession?
- What does a typical day, month, and year look like at your job?
- In what ways do you maintain your work/life balance?
- How did you prepare to enter this field?
- What do you wish you would have known before entering this field?
- What things would you change or do differently?

### TIPS

- Turn off your cell phone - use a watch to track time
- Bring a copy of your resume
- Show enthusiasm and interest
- Keep the conversation about them, not you
- Don’t be afraid to ask direct questions
- You don’t need to ask every question on the list
- Read their nonverbals - move on if it is a heavy subject
- Interview multiple people in the field for multiple perspectives
- Keep records: research completed, names, meeting dates, notes, contact information

### Contact us:

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