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Informational Interviewing

- An informational interview is very different from a standard interview.
- You, the jobseeker, initiate the interview and control the content of the interview.
- The purpose of an informational interview is to allow you to get up-to-date information about a career or company from someone who is currently working in that job or organization.
- An informational interview can be a formal, planned meeting or an informal conversation with someone you meet anywhere—the grocery store, health club, library, etc.

How to set up an informational interview

- Determine what information you need to know before making a career decision; make a list of the type of person who would be likely to be able to provide you with that information
- Talk to your friends and neighbors; create a list of ‘experts’ who might be willing to talk to you about their careers
- Contact individuals on your list and ask them for the interview
 - Sample speech *“I am interested in transitioning into the medical field. My friend Batam told me that you are a great chiropractor. I wondered if you would have 15 minutes sometime next week to talk to me about the field.”*

Note: Informational interviews can take place over the phone or in person; make arrangements according to the preference of your contact.

What to ask in an informational interview

- How did you get into this field?
- What are the minimum requirements to be a ____?
- What do you like most about this job? Dislike?
- What is a typical day like for you?
- Where are the growth opportunities in this field?
- Do you recommend any companies that might hire for this type of position?
- What is the hiring process like in this field?
- Here is my resume; does this look like a realistic transition for me?
- Is there anyone else that you would recommend I speak to?

Do not ask for a job during an informational interview! You are there to gather information and to develop your network.

Remember to follow up with a written thank you after the informational interview!

For more information, visit

www.quintcareers.com/informational_interviewing.html

According to quintcareers, **one in every 12 informational interviews eventually will convert to a job offer.** Approximately, one in every 200 resumes will convert to a job offer. How do you want to spend your time?