



A Successful Informational Interview

These visits should be kept brief, about 20 minutes, and are not the same as job interviews. You should go prepared to ask questions to learn about the contact's experience and his/ her organization. These visits may give you an opportunity to decide which organizations you would like to return to for formal job interviews. Informational visits are easier to arrange than actual interviews and can lay the groundwork for your ultimate job-hunting success. Follow up with thank-you notes or email to everyone you talked with about your job search.

Helpful Questions for Networking and Informational Interviews

- How did you break into the field?
- Where do you see a person like me fitting into this field (industry, company)?
- What professional associations should I join?
- What professional publications should I read?
- What are some of the problems and issues your organization faces?
- What are the most necessary skills for these types of jobs?
- What are the trends affecting your business?
- How is the hiring done? (direct ads, search firms, contacts, friends?)
- What kind of compensation could I expect in the first year?
- Is there formal or on-the-job training?
- How should I prepare for job interviews in this field?
- What's a typical career path for someone coming in at my level?
- What are some of the obstacles I would face in this job?
- Whom would you suggest I talk to next? (Be sure to keep a list and ask the advisor if he/she could provide introduction or if you could use his/her name when making contact.)
- Can I keep in touch with you and let you know my progress?