



Informational Interview

What is it?

An informational interview with someone who is working in the career area you are interested in and is meant to collect information about a career, sector, or company

How is it done?

It can be done in person, over the phone, or even through email.

How do I set up an informational interview?

Use your network if possible to arrange a time to meet, talk over the phone, or communicate via email:

1. Write out a script so that you will not be as nervous.
2. When you contact the person, include the following information:
 - Who you are
 - How you heard of this person and the company/organization
 - Why you want to speak with this person
 - When you would like to speak with them. Keep in mind that people may have busy schedules, so asking for more than 30 minutes may be unreasonable

Informational Interview Questions

It is best to prepare your own questions ahead of time, but here are some that would be useful to ask:

1. On a typical day, what do you do?
2. What opportunities for advancement exist for this occupation?
3. What is the most rewarding/best part of this occupation?
4. What is the most challenging/stressful/annoying part of this occupation?
5. What personality traits are needed to be successful in this occupation?
6. What abilities are needed to be successful in this occupation?
7. What advice would you give to a person considering entering this occupation?
8. What is the average salary range for an entry level position and for an advanced position in this field?
9. Do you think there are any misconceptions about your occupation?
10. What was your career path? Why did you choose to go into this field?

11. How do you see this occupation changing in the future? How can I prepare for this?
12. How has your job affected your lifestyle? Your personal life?
13. Can you express yourself/be yourself at work?
14. Are there any associations/groups/clubs you would recommend me joining?
Any publications I can subscribe to?
15. What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
16. If you had to do it over, is there anything that you would do differently?