

INFORMATIONAL INTERVIEWS

SAMPLE QUESTIONS

- How do you spend a typical day or week in your job?
- What do you find most/least satisfying about your job?
- How did you obtain this position?
- What kinds of college degree/credentials/skills are needed?
- What kinds of part-time jobs or internships do you think would be helpful to enter this field?
- What types of people do well in this field?
- What are the opportunities for advancement?
- What is the entry-level salary range?
- What is the employment outlook (locally, regionally, nationally)?
- Are you active in any professional organizations? Are students invited to attend?
- What advice can you give me on how to break into this field?
- Can you suggest anyone else I might contact?

THE ACTUAL INTERVIEW

If you are using Skype or meeting in person, always dress professionally. Make sure to call in a minute or two before your scheduled time. Act professionally and establish rapport. Proceed through your prepared questions, allowing for follow up questions.

If you have not finished the interview within the time you had requested, thank the person for helping you by saying, "I said I would only take thirty minutes of your time. I know how busy you are." Extend the time only if the person you are interviewing ***strongly*** encourages you to do so.

FOLLOW UP

Write a short ***thank you note and request to connect on LinkedIn*** within 24 hours of your interview. Keep the interview information on file for the future--this person may be an important contact for you.

SAMPLE LINKEDIN MESSAGE: Thank you for meeting with me yesterday. I really appreciate your taking time to share your insights about the _____ industry. I would welcome the opportunity to stay in touch with you through LinkedIn. Sincerely, Paula Torero

SAMPLE THANK YOU

Dear Ms. Smith,

Thank you for taking the time from your busy schedule to speak with me by phone today. Our meeting was informative and extremely insightful as I learned more about the _____ industry. I enjoyed hearing about your background and your knowledge of the _____ field is impressive. Following your advice, I will contact Mr. Gomez as I continue my career exploration.

Thank you again for your help and sharing such valuable information with me.

Sincerely,
Paula Torero