

INFORMATIONAL INTERVIEWS

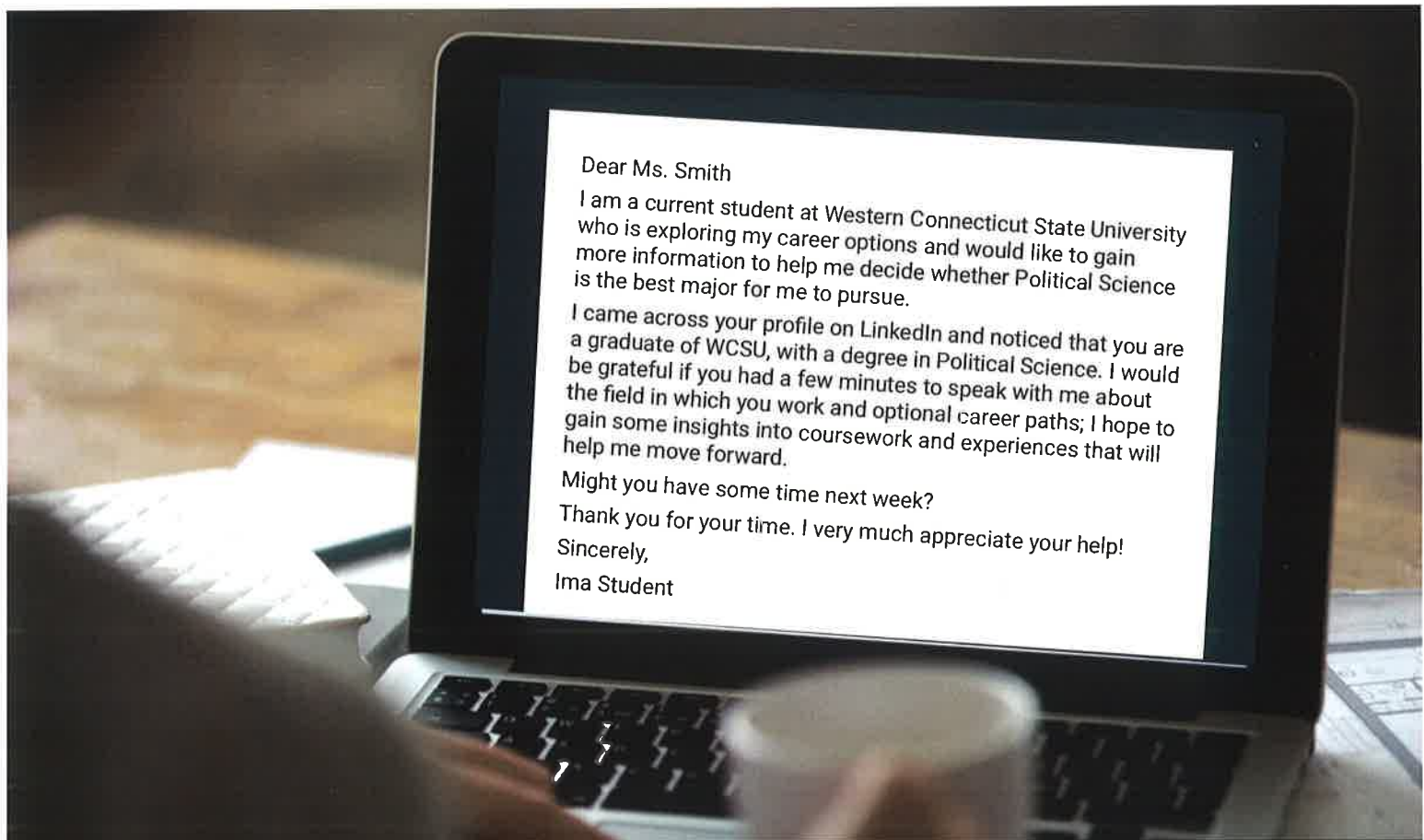


■ ■ ■ LEARN HOW TO CONNECT FOR HELP

In an Informational Interview, you get to be the interviewer! It is just a conversation with someone who can provide advice, guidance and an insider's perspective. Topics can be focused on a profession, an employer, a specific job function or even the whole industry. This is one of the many effective research tools for finding the right career, and for positioning yourself as a potential candidate for the future. *An informational Interview is not a job interview and the objective is not to ask for a job.* The purpose is to learn more about a career area to see if it is something you might like to pursue.

1 FIND SOMEONE TO INTERVIEW

FAMILY • FRIENDS • FACULTY/ADVISORS • LINKEDIN CONTACTS • ALUMNI • MENTORS • AQUAINTANCES



CAREER SUCCESS CENTER

(203) 837-8263 | careersuccess@wcsu.edu | www.wcsu.edu/careersuccess



2 PREPARE FOR YOUR INTERVIEW



a.

Think about what you would like to learn from your contact (interviewee).



b.

Discover and reflect on your own interests and personality. Meet with your university's Career Success Center for help.



c.

Research the interviewee and/or company. Consider using LinkedIn, WestConn Works, O'Net, Focus 2, and Vault to learn more.



d.

Prepare questions. Be mindful of your interviewee's time and be ready to send a thank you.

3 INTERVIEW AND FOLLOW UP

EXAMPLE QUESTIONS

What lead you to choose this field of work?

What are the hot topics and big issues in this career field?

What advice do you have for entering this field?

What is required to enter the field and move up?

How did you come to work for this company/in this position?

What books, journals, or professional associations do you recommend for someone breaking in this field?

What is a typical day like for you?

What is the outlook for this field?

Are there others you might recommend to talk with?

FOLLOW UP

Send a thank you note within 24 hours

