

Name \_\_\_\_\_

Date \_\_\_\_\_

## Informational Interviewing

**Introduction:** Informational interviews can be used for several purposes. One of those can be to find out about job openings in that company or another company.

**Directions:** After doing initial research and narrowing down your career choice, find someone who has that job and arrange an informational interview. Don't forget to add them to your contact list! Explain that you're a student interested in exploring careers and part-time or summer job opportunities. Ask if the person can spare half an hour or so to talk to you about their job. The following outline can be used for the interview.

### Interview Outline

- A. Basic information.
  - 1. Name (including correct spelling)
  - 2. Business Address (to send them a Thank You!)
  - 3. Work telephone
  
- B. The job.
  - 1. What do they do on a typical job (duties and responsibilities)?
  - 2. What do they like the least? The most?
  - 3. How did they get their job?
  
- C. Current educational and other requirements.
  - 1. What are the education and training requirements? In their opinion, where is the best place to get the training and/or education required?
  - 2. Are there other requirements, such as certification, physical requirements?
  
- D. What do they see as the future for this particular job?
  - 1. Are there any trends that will affect this job? Are they negative or positive?
  
- E. Job Opportunities.
  - 1. Are there any job opportunities (part-time and summer) in this company?
  - 2. Do they know of any job opportunities for the same or a similar job in another company? Do they have any contacts in this other company? If so, get the name, address and telephone number; add him/her to your contact list.