

INFORMATIONAL INTERVIEWS

Informational Interviews are one of the most effective networking strategies. By reaching out and talking with others you can gain a better understanding of an occupation or industry – and build a network of contacts in your target occupation or field.

It may feel awkward reaching out to people you don't know. However, most people actually enjoy taking a few moments out of their day to reflect on their careers and give advice to someone with an interest in their field and/or organization. Remember that these people are making time for you from their busy schedules, make sure that you show your appreciation for their time and effort.

HOW TO REQUEST an Information Interview

- A** Find out the name of the person working in the position OR the name of the manager in charge of the department that you are interested in. (Ask the receptionist for the information, or other contacts)
- B**
- Contact the person via email or phone
 - Introduce yourself and give some information about your background (eg. experience, education, related interests)
 - Tell the person how you got his/her name, connect yourself to the person (eg. if someone refers you to them)
 - State your interest in getting more information about the position and the company
 - Request a few minutes (say 15 to 20 minutes) to speak to the person and arrange a date and time
 - Remember to confirm the address, and ask for directions if necessary
 - Be on time and leave on time
 - Thank the person for their time

YOUR CHECKLIST an Information Interview

BEFORE the Interview:

- Research general information about the company and the job
- Prepare 5 – 7 questions and write them down
- Dress appropriately, wear professional yet comfortable clothing
- Take information you have researched, pen and paper and your list of questions with you
- Be on time



tip sheet



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STARTING the Interview:

- Thank the person for meeting with you
- Briefly explain your background and why you wanted to speak with him / her
- Tell the person that you will only take 15 to 20 minutes of their time
- Ask permission to take notes
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DURING the Interview:

- Ask prepared questions
- Make sure you are listening
- Respond to any questions
- Ask for names of other people he/she thinks would be willing to talk to you

CLOSING the Interview:

- Thank the person for his/her time and leave on time

AFTER the Interview:

- REMEMBER to send a thank you note or letter
- Write down notes immediately after the interview



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