

# Career Planning & Placement Center

## Informational Interviews

An informational interview can be one of the most valuable ways to obtain occupational information. By meeting with someone in the field, you can discuss job realities and how they relate to you. Beyond the advantages of gaining valuable career information, the informational interview also provides an opportunity to build self-confidence and improve your networking skills.

### Definition:

An informational interview is a conversation or meeting conducted to collect information about a job, career field, industry or company. An informational interview is not a job interview. Instead, it is an interview with an individual working in a career you would like to learn more about.

### Informational Interview Tips:

- When requesting an informational interview, be polite and flexible.
- Bring a few resumes for networking purposes only.
- Respect your interviewee's time. Do not be late and try to stay within the allotted time.
- Send a Thank You email within 48 hours after the interview.
- Keep your interviewee's contact information for future networking.
- Use [LinkedIn](#) and invite them to connect with you.
- Do not ask for a job.

### Informational Interview Question Examples:

- How did you get started in your career?
- Can you share with me what your company does?
- What role do you play at this company?
- What do you like about this industry and your job?
- What is most challenging about your job?
- What are typical entry-level positions in this industry?
- What might an entry-level new hire experience in the first year?
- What are important skills I should develop to be competitive in this field?
- What makes an employee successful in this job/industry?
- What are common mistakes people make in this field?
- What companies are your competitors?
- Would you please take a look at my resume?
- What should I do to improve my education and experience?
- Do you have any additional contacts you can recommend I contact?