

An **Information Interview** is conducted with a professional in a career field you want to know more about. The interview provides you an opportunity to ask questions and gain perspective from a professional working in the field. An information interview should be thought of as a business meeting and conducted in a professional manner.

Prior to Meeting:

- Select a professional and ask them to interview.
- Call or email to set up a mutually agreeable time to meet. These meetings can occur in person, over phone, or even over email.
- Make sure you are using professional communication. Use formal titles, proper grammar and punctuation, and do not use slang or text talk.
- Prepare questions for your meeting and do some research on the field before the interview.
- Make sure you are there on time and prepared for the interview.
- Dress and act professionally.

Basic Protocol:

- Thank them for the meeting and introduce yourself.
- State the purpose of meeting.
- Summarize your background.
- Ask your most important questions that you prepared before the meeting.
- Ask for referrals or suggestions of other resources.
- Respect the person's time and end by agreed upon time.
- Thank the person for his/her time.
- Close the meeting.
- **Send a thank-you letter** within twenty-four hours of the meeting.

Suggested Questions to Ask in An Information Interview:

About the Job:

- What are the key responsibilities of your job/position?
- What are the biggest challenges?
- What does it take to succeed in this position?
- What is the best educational background for this work?
- What type of background/experience is required or recommended?
- What do you spend most of your time doing?
- Are there opportunities for advancement? Professional development?
- What advice do you have for someone wanting to enter this field?

About the individual:

- How did you get into this field?
- What did you do before you were in this position?
- What do you like best about your job?
- What is your least favorite thing about the job?
- If you could go back and do any part differently what would you change?
- Are there any other professionals that might be helpful for me to speak with? (get contact information)

About the Field:

- What are some of the hot topics in this field now?
- What types of organizations hire people in this field?
- Are there professional organizations I should join?
- What are the entry-level opportunities in the field?
- How could I best prepare myself for this field?