

Informational Interviews

An informational interview is an informal conversation with someone working in an area of interest to you, whether that refers to a geographic area, career field, etc. Informational interviewing is an effective research tool and is best done after preliminary online research. Remember: this is not a job interview, and the objective is not to find job openings.

Requesting an interview

A great place to start is with your personal network. Reach out to alumni you know, family, family friends, etc. Remember to be respectful of these individual's professional and personal time when reaching out to schedule an interview. The article linked (right) provides a great template email to help you make that first connection.

- Send friendly and concise email
- Take some time to do some research on the company, the interviewer, and position



[The Perfect Informational Interview Template: A 5-Step Guide](#)

Ace your next informational interview with these 5 steps and an easy-to-use informational interview request template. By Career Contessa

[5 Tips for Non-Awkward Informational Interviews | The Muse](#)

Conducting the interview

Ask questions that give you a sense of what a day in the life of this job entails. Some examples could include:

- What are the greatest pressures or anxieties in the work?
- What are the major job responsibilities?
- What is most dissatisfying about the work?
- How would the advisor describe the culture of the workplace?
- What are the satisfying aspects of the work?

[Best Questions to Ask In an Informational Interview | The Balance Careers](#)

Following up

- Let your interviewer know how much you appreciated them taking the time to talk with you by sending a 'thank you' email
- Show you were paying attention and reiterate your thanks for specific topics you discussed during your conversation

[How to Get the Most Out of an Informational Interview | Harvard Business Review](#)