

# Informational Interviewing

Once you have your network, you can identify potential contacts for an informational interview. The purpose of an informational interview is to learn more about your contact's field, career and/or business.

## Step 1 – Planning

- Identify the contacts from your network with whom you want to connect.
- Phone the contacts to:
  - Request an informational interview, making it clear that the purpose is to learn more about that individual's field, career, and business.
  - Set an appointment. Considerations should include keeping the meeting fairly brief (30-40 minutes), setting the meeting at the contact's convenience and using lunch as time/location option.
- Prepare questions, using the suggestions from the information interview guide.

## Step 2 – The Interview

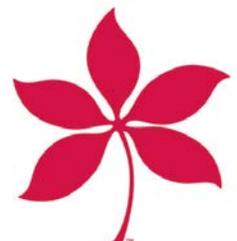
- Begin with an overview of your purpose and goal for this meeting.
- Ask questions and take notes.
- Keep to the agreed time even if you aren't able to ask all of your questions.
- Thank the individual for their time.

## Step 2 – Follow Up

- Send a thank you note to the contact letting them know you appreciated their time and insights.
- Review the information you obtained in this meeting to determine how this kind of role or the field might fit in with your career plans.



**THE OHIO STATE UNIVERSITY**  
HUMAN RESOURCES



Area of interest: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number/email address: \_\_\_\_\_

Date of interview: \_\_\_\_\_

## Suggested questions:

- Describe the kind of work you do.
- How did you get into this field?
- What interested you in this field?
- Describe your career path and how it has evolved over time.
- What is the most satisfying part of your role? What parts do you not enjoy as much?
- What are the most important qualifications for this type of position?
- How did your educational and prior work experience prepare you for this position?
- What projects are you currently working on?
- Describe a typical day in this role.
- What are the major opportunities and challenges facing your field today?
- Can you suggest other individuals that I might speak with to learn more about this area? May I use your name as a referral?
- Is the department/field growing, static or cutting back?
- What factors influence its growth?
- Does this position lead to opportunities for further advancement? If yes, what are they?
- Does this position contribute to new skill development?