



RANDOLPH COLLEGE

Founded as Randolph-Macon Woman's College in 1891

Career Development Center, West Hall 947-8116

Informational interviewing is a tool that will help you **explore careers** and **clarify your goals**, **access current career information**, **build your confidence** for future job interviews, and assist you in **networking** with professionals currently in the field. Acquire invaluable experience speaking with employers and professionals in your desired field, while you gain visibility.

Tips for a successful Informational Interview

- Before going to the interview, **research** the company. This will make your interview more effective because you will be able to dive into the heart of the matter.
- **Practicing** with a friend may make it easier.
- **Prepare a list of questions.** You may use the questions on the next page or come up with some of your own. 10 questions should be more than enough. Try to keep your interview time under an hour and end the interview when you promised, even if the interviewee seems willing to continue.
- **This is not a job interview. You are not there to ask for a job.** You are there to glean information only.
- **Don't** forget to greet your interviewee with a moderately firm handshake and a warm, enthusiastic smile. Be enthusiastic and allow your personality to show.
- Do bring a pen and paper to **take notes!** (It is expected that you will take notes.)
- You may ask the interviewee to look at your resume and offer any suggestions for making the resume a more effective tool for obtaining a job in this field or company.
- Do ask for the interviewee's business card.
- Do **thank** the interviewee (and send a written thank you later).

Informational Interview Questions

Preparation:

- How did this type of work interest you? What jobs and experiences have led you to your present position?
- What preparation is necessary for entry-level jobs in this field?
- How important is it to pursue a graduate degree or additional training for this field?
- Could you recommend things I should be doing now to prepare for a career in this field (e.g., internships, courses).
- Do you feel that a study-abroad experience would enhance my qualifications for a position in this field, and if so, how would it benefit me?
- Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?

Job Routine:

- Describe how you spend your time during a typical work day/week.
- What major satisfactions do you derive from working in this field?
- What are some of the issues/problems that you must deal with in your work?
- How does the time use vary? Are there busy and slow times or is the work constant?
- Why did you decide to work for this company? What do you like most about this company? How does your company differ from its competitors?

Lifestyle:

- Is there travel involved in your job and if so, how often do you travel?
- What stresses do you feel, if any, between work and family?
- What is the typical salary range for entry-, mid-, and upper-level positions?
- What obligations does your employer place have on you outside of the ordinary work week? What social obligations go along with a job in your occupation?

Job Outlook:

- What are the opportunities for advancement?
- Do you anticipate employment in this field to grow, decrease, or remain stable?
- What types of employers hire people in your line of work?
- What sorts of changes are occurring in your occupation?

Job Search Techniques:

- What strategies would you use if you were in a job search for a position in this field?
- Would you review my resume and give me feedback on how to improve it?
- What types of questions should I expect when interviewing for a job in this field?