



How to Arrange, Conduct and Follow-up on an Informational Interview

Who should I request an informational interview from?

That depends on what you're interested in finding out. If you want to know more about a specific job role or type, you should request an interview from someone with that role or type. If you want to find out more about a department, you should ask someone who works in that department.

How do I reach out to the person I want to interview?

- Introduce yourself and refer to the Slack workspace to explain how you got their name.
- Ask if they would be willing to meet with you face to face (either in person or via Zoom) or over the phone.
- Tell them that you are researching a specific field or career and are in search of information and advice.
- Be clear that you are not looking for a job.
- Set up a mutually satisfying time to meet, and determine ahead of time how long you will spend together.

How do I prepare for the interview?

- Prepare for an informational interview as you would for an actual job interview.
- Polish your presentation and listening skills and conduct preliminary research on the organization.
- Practice introducing yourself and explaining what you'd like to learn.
- Do your homework to learn about the department and individual's role through the department's website.
- Review sample informational interviewing questions included in our group files.
- Prepare the questions that you want to ask.

How do I conduct the interview?

- Thank the person for meeting with you, and reiterate your reasons for wanting to talk with this person.
 - Relax – you don't have to be nervous. This is just a conversation.
 - Ask open-ended questions based on what you know about this person's role, department or organization.
 - Don't ask for a job – this interview is about information and exploration.
 - Ask if the person can recommend anyone else for you to interview.
 - Honor the time that the interviewee has scheduled.
-



- Take good notes.

How should I follow up?

- Send a thank you note; email is fine, but make sure to tailor it to the conversation you had with your interviewee.
 - Evaluate the information you received and follow up as needed.
 - Maintain the connections with those you have met and let them know if you follow up on something they suggest.
-