



What to Expect as an Interviewee

As the interviewee, your role is to answer your interviewer's questions. You don't have to be an expert in your field. If someone contacts you for an informational interview, it is because they're interested in your position/role, or your department. You know just as much about your own department as anyone else, and you probably know more about your role than anyone else. You don't have to know the answer to absolutely every question the interviewer might ask, but you probably have some information that would be helpful to them

Here are a few tips on what to expect as an interviewee:

- Be prepared to answer a lot of questions about your position, field and career
 - Let the interviewer lead the questions
 - Assist your interviewer in gaining insight into your department, lab or center
 - Offer advice and encouragement where appropriate
 - Consider some people who might be helpful for this person to talk to – and get their permission to share their contact information
 - Review your interviewer's resume or other materials if you are asked
 - Follow up. If you agree to do something – put your interviewer in contact with someone, send them information about a particular program, etc. – do it..
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