



# Informational Interviewing Quick Guide

## Preparing for an Informational Interview

- Research the company
- Dress for success
- Update and bring your resume
- Practice interviewing with the CDC, family, or friends
- Call to confirm your informational interview appointment
- Prepare and prioritize a list of open ended questions

## Who do I interview?

You should interview people working in the field you are interested in. Find a person to interview by utilizing:

- Your own **Network** of contacts (See Networking Quick Guide)
- The **U of I Alumni Association – Alumni Directory** (Accessed Under ‘Connect’ at <http://www.uiaa.org/uis/>)
- The **Employer Directory in Career Connect** (Accessed Under Employers Tab)
- Schedule an appointment with a **Career Counselor** to help you locate someone in your field of interest

## Informational Interview Request

- Introduce yourself and your objective for writing the request.
- Explain background, career and educational goals, and why you are interested in the recipient of the request.
- Let the recipient know how they can help you meet your career goals.
- Suggest meeting times, locations, and the next contact to follow up with the request.

## Questions to Consider Asking:

- General questions about the career field
- Questions pertaining to aspects of the interviewee’s job
- Preparation for the career; Interviewee’s career path
- Culture of the company
- Company’s needs and expectations
- Opportunities for advancement within the company
- Seeking general advice and referrals from your interviewee

See 200 Informational Interview Sample Questions Here: [quintcareers.com/informational-interview-questions.html](http://quintcareers.com/informational-interview-questions.html)

## Questions to Avoid Asking:

- Do not ask blunt questions about their salary
- Do not ask for a job or help getting a job
- Do not ask highly personal questions

## Informational Interview Follow-Up

- Send a **Thank You Letter** within 24-48 hours after the interview: [www.uis.edu/career/students/career-planning/launch-your-career/job-search-strategies/business-correspondence/](http://www.uis.edu/career/students/career-planning/launch-your-career/job-search-strategies/business-correspondence/)
- **Stay Organized!** Keep notes and follow with any referrals you received from that person.
- **Reflect on what you’ve learned & stay in touch** with this person if you are seriously considering the occupation.

## Helpful Resources:

- See how to Dress for Success here: [www.uis.edu/career/goals/launch/dress/](http://www.uis.edu/career/goals/launch/dress/)
- A – Z Career Index on Informational Interviewing: [www.uis.edu/career/students/career-planning/active-decision-making/informational-interviewing/](http://www.uis.edu/career/students/career-planning/active-decision-making/informational-interviewing/)
- Review Networking Quick Guide or our webpage here: [www.uis.edu/career/goals/launch/networking/](http://www.uis.edu/career/goals/launch/networking/)
- **Schedule a Career Counseling Appointment:** [www.uis.edu/career/students/services/career-counseling/](http://www.uis.edu/career/students/services/career-counseling/)



# Informational Interview Request Sample

-----**Stephanie Harper**-----

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August 31, 2015

Mr. Fredrick Michellini  
Director of Marketing  
YURM Marketing and Communications  
Auburn, IL 64455

Dear Mr. Michellini,

I am currently researching positions in the field of marketing and communications and Dr. James Seymore from the University of Illinois at Springfield suggested that you would be an excellent source of information. It would greatly interest me becoming more knowledgeable in this progressive field. I would also like to learn more about the types of careers available in this field, the skills required for them, and the career path that you have taken.

I hope that you will be able to find approximately an hour to meet with me before the end of November. I will contact you the week of September 8th, 2014 to set up an appointment. If you have any questions, please contact me by phone at (217) 277-8809 or by e-mail at shapppsg@uis.edu. I appreciate your time in considering my request and I look forward to meeting you.

Sincerely,  
Stephanie Harper

