

What is an informational interview?

- An informational interview is a meeting to learn about the real-life experience of someone working in a field or company that interests you.
- This can occur over the phone or in person and can provide you a wealth of information and insight into a future career or area of interest.

The Value of an Informational Interview

- Gain information about an industry or job you are considering
- Gather information to determine if this occupation might be a good fit for you
- Begin to build your network and connections within your given industry
- Potentially lead to job search suggestions or information on position openings

Whom to Ask

- Family, friends, neighbors, supervisors, co-workers of yourself or your family, classmates, OSU alumni, etc.
- Professors and Career Services consultants with industry contacts
- Professionals found on LinkedIn or contacts listed on HireOSUGrads

Guidelines

- When you connect with your contact, explain how you received their information
- Explain that you are seeking advice and information
- Ask to meet for 20-30 minutes and stick to that timeline
- Brainstorm questions to ask and outline a few key questions so that they can be prepared
- Research beforehand about the person, their position, and their company
- Take notes during your conversation
- **DON'T ask for a job in any way**

After

- Ask for referrals to others who would be available to connect for an informational interview
- Send a thank you card or email right away
- Follow up with them later about updates in your career search or other related involvements

Informational Interview Questions

- How did you get into this type of work?
- What type of education/training/preparation did you have?
- What do you wish you would have known before going into the occupation?
- How would you describe the demand for people in this occupation?
- How do you see jobs in this field changing in the future?
- What are the advancement opportunities and limits?
- What part of your job do you enjoy the most? The least?
- What three skills do you use most often?
- Could you describe a typical day or week?
- What are some of the more challenging projects or tasks related to your position?
- What must a person do to stay competitive in this field?
- How does your job affect your home and family life?
- How do you suggest I learn more about this field?
- What professional journals do you recommend I read?
- What student or professional organizations would help me learn more about this industry?
- What kinds of experiences should I pursue during my time at OSU?
- What feedback could you provide on my resume?