



# NAVIGATING CAREERS: THE POWER OF INFORMATIONAL INTERVIEWS

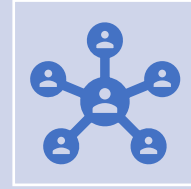
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# WHAT IS AN INFORMATIONAL INTERVIEW ?

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Process of gathering career information from professionals working in industries that are of interest.



A successful networking opportunity.



Allowing you to learn about and individual's job role and the company.



Help you determine what opportunities may be available.

# IDENTIFY PEOPLE TO INTERVIEW

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Reaching out to someone  
you already know



Through your alumni  
network



LinkedIn Connection

# PREPARE FOR THE INTERVIEW

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Develop a brief introduction about yourself and clear idea of what you hope to learn from this interview.

Note the question you have - work on being specific.

Initiate the contact:  
Contact the person

Mention how you know them and emphasize that you are looking for information and not job

# CONDUCT THE INTERVIEW

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**Hold the meeting.** Arrive on time, after introductions, give a summary of your career goal. Restate your objective of getting information and advice. Respect their time.

## Common Interview Questions

What did your career journey look like to get here?

What does a typical day at work look like?

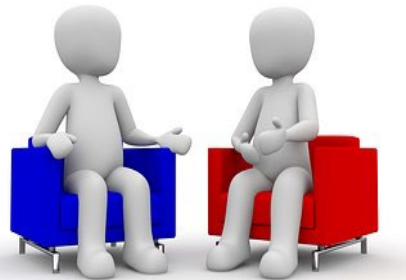
What is your greatest joy in the work you do?

What industry trends or changes should I be aware of?

What is the career ladder to this position?

What would you recommend I do at this point to get into this field?

What are the future trends for this field?



# FOLLOW UP

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Keep records of what you learned and what else you would like to learn.

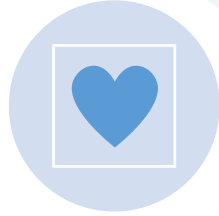
Send them thank you note to express your appreciation for the information and time.

Let them know what actions you would take based in their recommendation and advice.

Stay connected with them. This person could become an important part of your network.

# HELPFUL TIPS

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BE AUTHENTIC



DO YOUR RESEARCH



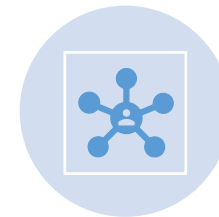
GATHER ADVICE AND  
WISDOM



ASK FOR ADDITIONAL  
CONNECTIONS



BE RESPECTFUL  
OF THEIR TIME



SEND A THANK  
YOU NOTE

QUESTIONS





# REFERENCES

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