

INFORMATIONAL INTERVIEWS: HOW TO PREPARE

Step One: Develop a List of Questions

Typical questions that should always be asked include:

- ◆ What do you do in a typical day?
- ◆ What is the wage for workers in the jobs we are discussing?
- ◆ What are the chances for promotion?
- ◆ What are the normal work hours?
- ◆ What is the outlook for your type of work in this area?
- ◆ Is the industry growing?
- ◆ How many people have been hired here in the last 6 months? The last 12?

In addition to these general questions, add questions that would assist you with career decision making or your job searching process.

Step Three: Conducting the Interview:

1. Introduce yourself.
2. Restate the purpose of your visit or call.
3. Ask the general questions you developed in step 1.
4. Ask 5-7 more specific questions.
5. Ensure you do not exceed your agreed upon time.
6. Thank the person for his/her time.

Step Two: Set up the Interview

1. **Develop a phone Script to make the conversation flow smoothly.**
 - ◆ Ask for the appropriate person
 - ◆ Explain why you are calling
 - ◆ Ask for an appointment
 - ◆ Thank them for their time
 - ◆ Confirm the meeting or teleconference time
 - ◆ Make sure you know who you are talking to and where the business is located
2. **Review the questions you have already prepared.**
3. **Have paper ready so you can take notes on the information that is discussed, and any other materials you may need during the interview.**
 - ◆ Write out questions ahead of time with space in between them for the answers
 - ◆ If you have access to a computer, make a generic form for the industry you are investigating and record your notes on the form. (Assistance is available at the WorkSource Center)

Step Four: After the Interview

Write down any references you were given: names, job titles, addresses, and phone numbers.

Make sure the information you collected from the interview is complete.

Write down the information you would still like to learn about this career field.

Send a thank you letter to each person you interview:

- ◆ Express thanks for their time and advice.
- ◆ Indicate you would appreciate being remembered if any job openings or additional references become available