

INFORMATIONAL INTERVIEWS: WHAT ARE THEY?

The Definition: The goal of an informational interview is to gain information about a company, occupation, or field of interest by interviewing a local employer or employee.

IMPORTANT

Be sure the person you are interviewing understands you are not asking them for a job, but your intent is to use them as a resource for career decision making. Be clear that you will not take more than 15 minutes of their time and be sure not to.

Interviewing for advice

Find out...

- ◆ *How your skills fit into a specific career field*
- ◆ *What training you will need to become employable in this field*
- ◆ *Other people you can contact who may be hiring or offering training*
- ◆ *The employer's valuable insight on effective ways to job search in the career*

Informational Interviews



are best done in person... or over the phone

Get Your Contacts Involved

- ◆ Encourage them to talk about themselves
- ◆ One out of five people will be interested in assisting you on a continuing basis; report back to these people

TAKE NOTES

Throughout the interview, take notes so you can refer to them later. You will be gathering valuable information that may be forgotten if not written down immediately!

Resources

General Assistance & Workshops

Call for specific Information
WorkSource Center

(360) 671-1660

Whatcom Community College

(360) 676-2170

Bellingham Technical College

(360) 738-3105

Books

Blue Collar & Beyond, by Yana Parker, Ten Speed Press, 1995, pg 175.

What Color is Your Parachute, by Richard Bolles, Ten Speed Press, 1998, pgs 140-152.

Job Search That Works, by Rick Lamplugh, Crips Publications, 1991, pg 18.

The Job Hunt, by Robert B. Nelson, Ten Speed Press, 1986, pg 36.

*Additional resources and/or workshops may be available.
Please check with our Resource Specialist.