

# INFORMATIONAL INTERVIEWS

## What are they? How do I conduct one?

### WHAT IS IT?

An Informational Interview is a meeting in which a potential job seeker seeks advice on their career, the industry, and the corporate culture of a potential future workplace

### WHY WOULD I DO IT?

The purpose of an informational interview is not to get a job. Instead, the goal is to find out about jobs you might like and to see if they fit your interests and personality.

### HOW DO I INITIATE ONE WITH A PROFESSIONAL?

Start with warm connections - friends, family members, supervisors, or utilize connections to get to find relevant individuals. LinkedIn is also a valuable resource to find professionals willing to share their knowledge with you.

### HOW TO INTRODUCE YOURSELF AND ASK FOR AN INFORMATION INTERVIEW:

"Hello Mr. Potter,  
My name is Tim Cook and I am an MIS major at Rowan University looking to get some insight into the tech industry, specifically software applications and the contributions it makes to an organization like Facebook. I've done independent research but would like to speak to an industry insider and get a feel for what my future role in an organization might look like. I would like to know if you have just 15 minutes to connect and tell me about your career, as I can also share my career aspirations with you. Thank you and I look forward to speaking soon Mr. Potter."

\*Tailor it for your needs and interests.

# INFORMATIONAL INTERVIEWS

## SAMPLE QUESTIONS TO ASK:

1. How did you choose this career field? Job?
2. What kind of projects do you work on?
3. What do you like most/least about your job?
4. What type of people do you work with?
5. What does a typical day look like for you?
6. What does an entry level job look like in this field?
7. What skills does a person need to succeed in the job? Career field? Organization?

## TIPS FOR SUCCESS:

- Know what you have to offer before connecting with people
- Become and active researcher for networking opportunities
- Find places and opportunities to meet new people
- Stay in touch with people you meet!
- You want people to think of you when opportunities arise
- Remember every connection is important, regardless of their title
- Be you and show people why you're a valuable connection
- Tell people interesting stories about yourself or work that you've done

## MAKE SURE YOU FOLLOW UP AND SEND A THANK YOU:

Hello Mr. Potter,

It was so nice to meet with you today! Thank you for taking the time to answer my (many) questions and talk about what it's like at [Company]—it seems like an amazing place to work. I especially loved hearing about [something you enjoyed talking about].

I look forward to staying in touch as I continue [my job search/figuring out my next step]. I definitely plan on using your advice to [piece of advice that stuck with you]. And if [Company] has any openings in their [department] down the road, I hope you'll let me know so I can apply.

All the best,

[Your Name]



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Need help setting up an interview, with your resume or cover letter?

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