

## What is an informational interview?

An opportunity for future job seekers to explore possible career paths and make professional connections in a desired field/industry by interviewing an established professional in the field.

## Possible Interviewees

People with experience in the desired field/with the desired position:

- Mentors
- LinkedIn connections
- Relatives
- BenU Faculty & Staff
- Supervisors
- Recruiters
- Alumni
- Colleagues
- Previous supervisors

## Requesting an Interview

Send the person a professional email or LinkedIn message, or call, to request 30 minutes of their time in person when possible, or via phone or Skype. Professional messages always include a greeting and salutation. Remind/explain who you are and what you are interested in.

Good afternoon Ms. Suarez,

It was wonderful meeting you during the career fair at Benedictine University last month. Thank you for taking the time to come and meet with us.

I am currently a sophomore studying Accounting and would like to become a successful Financial Advisor one day. Since you have established yourself as a sought after financial advisor in the area, I was hoping you may have some time, maybe a half hour or so, to sit down with me and share a bit about how you got to this point and your experience in the field.

I appreciate any time and insight you may be able to share with me. Thank you! I look forward to hearing from you soon.

Warm regards,

Francine Finance

## During the Interview

- Dress professionally
- Bring an updated copy of your resume
- Be prepared to take notes with a notepad and pen
- Ask thoughtful and relevant questions:

1. How does one go about getting experience in this field before and/or after graduation?
2. When you're hiring someone, what do you look for? What skills and experience are most valuable?
3. What are your job responsibilities? What is a typical day?
4. What makes you excited about the future of your organization/industry?
5. Can you suggest other people I can talk to or professional organizations to join?
6. Could you give me any advice regarding tips for finding jobs/internships in this area?

- Actively participate and engage in the conversation
- Refrain from asking for an internship/job at this time, this is an informational interview only
- Ask for their business card and if you can reach out in the future before you leave

## Before the Interview

Do your research about the industry, company/organization, and the individual:  
Mission, Values, Products/Services, Locations, Student Opportunities, Recent News

## After the Interview

### REFLECT

- Am I interested in this industry or this company/organization?
- What can I do next to learn more about possible opportunities/How can I act on the advice/tips provided?

### FOLLOW-UP

- Send a thank you note within 24 hours
- Follow up on any suggestions or call any contacts they shared
- Connect on LinkedIn and stay in touch