

# Information Interviews

## Information Interviews

- Select companies that have the type of job you are pursuing
- Identify the hiring manager for the department that has this job
  - Get name and phone #
- Ask for 15 minutes of hiring manager's time for the Information Interview and hold to it
  - Not exceeding timeframe makes you look very professional

## Information Interviews (2)

- Steps to follow in setting up Information Interview
  - State up front that you're not looking for a job
  - Want to learn more about the skills and tasks performed for this type of job
  - Prepare a list of questions beforehand to ask during interview
    - Quality of questions impacts hiring manager's impression of you
  - End interview by asking if manager knows of any other companies that have this type of job that may be hiring
    - Get name/phone number/email address of contacts (hiring manager or HR) and follow up
  - If you've come across strongly during interview and hiring manager has an opening, he/she may ask you to come in for an interview

## **Informal Interview Questions**

### **Questions to Use in Your Informational Interviews**

Gathered from various sources

#### **Introduction**

- Let me introduce myself: age, background, etc.
- Tell me about yourself: background and current position.
- What other industries did you look at when you were investigating jobs?
- How and why did you choose this position?

#### **Competition**

- What organizations are your peers/competitors?
- How does your organization compare to similar organizations?
- What do you like most about your organization? Least?
- Which firms do you think are your toughest competitors, and how do they differ from your company?
- What's your strategic advantage in sourcing deals/customers?
- What's your strategy?

#### **Present Job**

- What is your typical day like? A typical week?
- What are the toughest problems you must deal with?
- What are your responsibilities?
- What do you like most about your job? Least?
- Do you supervise others?
- What other branches of the organization do you work with on a regular basis?
- How closely do you work with others?
- Is your job typical of others in this field?

#### **Career Path**

- What are some of the possible career paths in this field?
- What are the most important characteristics, skills, or talents a person should have to be successful in this field?
- What kinds of changes have occurred or are occurring in your field?

## **Hiring**

- What are the typical starting positions for someone with my degree?
- What special things are looked for in applicants/what should I emphasize?
- What makes a candidate impressive?
- What education program is recommended preparation? Which courses are desirable? Which are indispensable?
- What extracurricular activities would help?

## **Other Advice**

- Would you refer me to resources that might help me learn more?
- Are there professional organizations I should be in touch with?
- Anything you wish you had done while at grad school?
- What would you recommend I do for a field study?
- What courses should I take?
- Do you have any feedback on my resume?
- Would you suggest others who might be valuable sources of information for me? Would you give me their names? Could I have your permission to use your name when I call or contact them?
- Do you think I left out any important questions that would help me learn more about this occupation?

## **Information Interview Links:**

Information Interviewing Tutorial from Quint Careers

[http://www.quintcareers.com/informational\\_interviewing.html](http://www.quintcareers.com/informational_interviewing.html)

Links about Information Interviewing from Quint Careers:

[http://www.quintcareers.com/information\\_links.html](http://www.quintcareers.com/information_links.html)

Informational Interview Questions from About .com

<http://jobsearch.about.com/od/infointerviews/a/infointervquest.htm>