Angelina Quint

Informational Interview Tips and Questions

Questions to Ask in an Informational Interview:

* What do you like most about your work?
* What are some of the challenges that you encounter in your field of work?
* How did you begin your career?
* Do you have any recommendations for other people I should speak with in this field?
* What publications would you recommend that I read in order to keep me informed of developments in this field?
* Are there any organizations or businesses that I can look into to further my experience in this field?
* What steps should I take to prepare to enter this field?
* What skills, qualities, and abilities are necessary for success in this job/field?
* What advice would you give to someone considering a job in this field?
* How do you see this job/position/field changing in the next 10 years?

Informational Interview Advice:

1. Prepare a short introduction of yourself and your hopes/goals of the interview. Give a brief overview of yourself and your education/work experience at the beginning of the interview.
2. Do your research before the interview. Learn as much about the person/organization/business as you can so that you will be well-acquainted with the information and topics presented to you during the interview.
3. Arrive on time, or even a few minutes early.
4. Don’t be afraid to ask questions about anything that you’re curious or confused about. Plan open-ended questions beforehand to ask during the interview.
5. Ask for names of other people to meet or talk to so that you can gain different perspectives.
6. Make sure you follow up with the interviewer. Keep in touch with the person, and let him or her know that you followed up on their advice. Update them on how things are going as a result. The relationship you build with your interviewer could become an integral part of your network.
7. Always thank your interviewer for their time.