

# WHAT IS AN INFORMATIONAL INTERVIEW?

It is a meeting between you and a professional which...

- ✓ involves a conversation about a career you are considering
- ✓ can help you explore occupations and organizations
- ✓ allows you to ask questions in regards to their personal career journey
- ✓ expands your network by connecting you to potential employers
- ✓ can be conducted via in person, telephone, email, or social media



## HOW TO ASK ?

"Hi, Mrs. Jones, my name is \_\_\_\_\_, and I am currently a student at the University of Central Florida majoring in \_\_\_\_\_. After researching the industry, I felt I could gain first-hand information about the field by talking to a professional. I found your contact information on/from \_\_\_\_\_ and think you would be a significant help due to your experience in the industry. Would it be possible for me to conduct an informational interview with you? I have a flexible schedule and I can meet with you at your convenience."

## QUESTIONS TO ASK ?

- What do you like most about your job? What do you dislike?
- What does a typical day look like for you?
- What do you see as possible career paths leading to this job?
- Are there particular qualities and characteristics people in this role share?
- What skills do you think one needs to succeed at this job?
- What is the starting salary range for this field?
- How would you recommend I test if this type of work is a good fit for me?
- If you were going to hire a new employee, what would a highly qualified candidate be like?

[career.ucf.edu](http://career.ucf.edu) | 407.823.2361



**Career Services**

Division of Student Development and Enrollment Services  
For reasonable accommodations requests call 407.823.2361

# INFORMATIONAL INTERVIEWS

## BEFORE



- ✓ Think about professionals to contact (i.e. Recruiters, Mentors, Family, Friends)
- ✓ Research the Company (The company mission, products/services, internship/employment opportunities, etc.)
- ✓ Consider the questions you would like to ask



- Ask others for referrals of professionals you can contact
- Be patient for a response after reaching out to a professional.
- Be flexible and accommodating when arranging your meeting

## DURING:

- ✓ Arrive early and dressed appropriately to the meeting environment
- ✓ Greet with a firm handshake and smile
- ✓ Take notes during the interview and ask follow-up questions
- ✓ At the end of the interview, shake hands again, and express your appreciation for the opportunity



- Bring an updated resume in case the professional asks to look at it
- Be courteous and professional throughout the meeting
- Leave your phone in the car or on silent to eliminate distractions

## FOLLOW UP

- ✓ Send a thank you note the following day
- ✓ Reflect on the experience. Are you still interested in the position? Field? Company? What else do I need to know? Where do I go from here?
- ✓ Discuss the experience with a Career Counselor

