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?

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**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

**TIPS**
- 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

**TIPS**
- 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