

HOW TO Conduct Informational Interviews



Serving the Tri-County Region

An informational interview is an interview conducted to collect Information about a job, career field, industry or company.

An informational interview is not a job interview. Rather, it is an interview with an individual working in a career or industry you would like to learn more about.

Sample Phone Script:

Hello, my name is _____ and I am working with the local workforce center to obtain training in _____. I am considering a career in your field, and your company really stands out in the industry because _____. I was hoping to learn more about your company and what you do. Would you have 20 minutes to meet with me to talk about your career?

Tips for setting up the interview:

- Identify yourself
- Explain why you are calling
- Explain how you got their name
- **Assure them YOU ARE NOT ASKING FOR A JOB**
- Offer the interview in person, email, or phone
- **THANK THEM!**



Interview etiquette:

- Prepare
- Dress professionally
- Provide a current resume
- Practice
- Call to confirm
- Arrive on time
- Be friendly
- Pay attention
- Show genuine interest
- End on time
- Ask for referrals
- Thank the interviewee

HOW TO Conduct Informational Interviews



Serving the Tri-County Region

An informational interview is an interview conducted to collect Information about a job, career field, industry or company.

An informational interview is not a job interview. Rather, it is an interview with an individual working in a career or industry you would like to learn more about.

Sample Phone Script:

Hello, my name is _____ and I am working with the local workforce center to obtain training in _____. I am considering a career in your field, and your company really stands out in the industry because _____. I was hoping to learn more about your company and what you do. Would you have 20 minutes to meet with me to talk about your career?

Tips for setting up the interview:

- Identify yourself
- Explain why you are calling
- Explain how you got their name
- **Assure them YOU ARE NOT ASKING FOR A JOB**
- Offer the interview in person, email, or phone
- **THANK THEM!**



Interview etiquette:

- Prepare
- Dress professionally
- Provide a current resume
- Practice
- Call to confirm
- Arrive on time
- Be friendly
- Pay attention
- Show genuine interest
- End on time
- Ask for referrals
- Thank the interviewee

Questions to Ask

- ✓ Why did you choose this field of work?
- ✓ What are the primary responsibilities in your current job?
- ✓ How would you describe a typical week?
- ✓ What parts of the position do you like best? Least?
 - ✓ What skills are most important to have in this position?
 - ✓ What kinds of opportunities do you see in this field?
 - ✓ What kind of training or education would you recommend for someone in this position?
 - ✓ Can you suggest anyone else that I can talk to? May I use your name?



Sample Thank You Letter:

Dear Mr. Doe,

I am writing to tell let you know how much I enjoyed meeting with you on Thursday and learning more about the field of Solar Design. Through our discussion, I now have a much clearer understanding of the options open to me.

Thank you for your time. I realize that your time is valuable and I appreciate your willingness to share your knowledge and experience with me.

Sincerely,

Jane Smith

Additional Resources:

Websites

www.quintcareers.com/information_interview
www.Jobsearch.about.com/od/infointerviews/a/infointervquest
www.careerchoiceguide.com/informational-interview-questions

Books

A Foot in the Door by Katharine Hansen, PhD
What Color is Your Parachute? by Richard Nelson Bolles
No One Is Unemployable by Debra L. Angel

303-271-4700
jeffcworkforce.org

Serving Jefferson, Gilpin and Clear Creek Counties



Jefferson County Workforce Center is part of Colorado's network contributing to economic vitality by providing business and employment solutions. Funded through federal tax dollars, most of our services are free to employers and job seekers. Jefferson County Workforce Center is an equal opportunity program and auxiliary services are available upon request to individuals with disabilities.

Questions to Ask

- ✓ Why did you choose this field of work?
- ✓ What are the primary responsibilities in your current job?
- ✓ How would you describe a typical week?
- ✓ What parts of the position do you like best? Least?
 - ✓ What skills are most important to have in this position?
 - ✓ What kinds of opportunities do you see in this field?
 - ✓ What kind of training or education would you recommend for someone in this position?
 - ✓ Can you suggest anyone else that I can talk to? May I use your name?



Sample Thank You Letter:

Dear Mr. Doe,

I am writing to tell let you know how much I enjoyed meeting with you on Thursday and learning more about the field of Solar Design. Through our discussion, I now have a much clearer understanding of the options open to me.

Thank you for your time. I realize that your time is valuable and I appreciate your willingness to share your knowledge and experience with me.

Sincerely,

Jane Smith

Additional Resources:

Websites

www.quintcareers.com/information_interview
www.Jobsearch.about.com/od/infointerviews/a/infointervquest
www.careerchoiceguide.com/informational-interview-questions

Books

A Foot in the Door by Katharine Hansen, PhD
What Color is Your Parachute? by Richard Nelson Bolles
No One Is Unemployable by Debra L. Angel

303-271-4700
jeffcworkforce.org

Serving Jefferson, Gilpin and Clear Creek Counties



Jefferson County Workforce Center is part of Colorado's network contributing to economic vitality by providing business and employment solutions. Funded through federal tax dollars, most of our services are free to employers and job seekers. Jefferson County Workforce Center is an equal opportunity program and auxiliary services are available upon request to individuals with disabilities.