# Informational Interview: **Preparation**

## **What is an Informational Interview?**

It’s a conversation with somebody who’s doing the job or with an employer who hires people to do the job.

It’s NOT a job interview. So, take a deep breath, and relax.

You’re just asking questions to find out if this job is a good match for you. If it is a good match, it’s an opportunity for you to learn what it takes to get the job. All you need to bring to the interview is this worksheet, a pen, and your curiosity.

## How to Set It Up

* Ask family, friends, and others if they know the name of somebody doing the job or somebody who hires others to do it.
* Call or email the person you’d like to interview. You might say:
* “I’m doing some research on (insert job title). I’m not looking for a job now. I just want to see if this job might be a good match for me. May I schedule a time to ask you a few questions? It won’t take more than 10 to 15 minutes.”

## Before the Interview

* Practice reading the questions on the other side of this document.
* You may choose to go online to research the business to learn more about what they do.

## During the Interview

* Begin your conversation by thanking the person for their time.
* Watch the time. Don’t go over 15 minutes.
* Record your what you hear on the other side of this sheet.

## After the Interview

* Send a thank-you note. You might write:

“Dear (insert name), Thank you again for taking the time to talk with me today. I enjoyed learning more about the job. I appreciate it!

# Informational Interview: **Worksheet**

Date: Click or tap here to enter text.

Employer Name: Click or tap here to enter text.

Interviewer Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

# What does a typical day on the job look like?

Click or tap here to enter text.

# What do/did you like most and least about the job?

Click or tap here to enter text.

# What are employers looking for when hiring people to do this job?

Click or tap here to enter text.

# What is the best way to find out about job openings in this field?

Click or tap here to enter text.

# What would you recommend I do at this point to get into this job?

Click or tap here to enter text.