



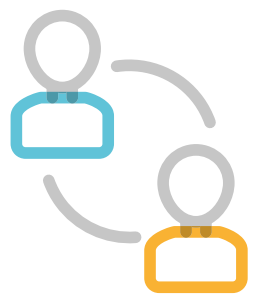
## What Is It?

An informational interview is an interview conducted to collect info about a job, career field, industry or company. It is NOT a job interview - you are not asking for a job.  
[https:// www.thebalance.com](https://www.thebalance.com)



## What's The Point?

You're attempting to discover insider info on a meeting. See template on back for help. career, industry or company. You're also building your network with key people who may be a referral for a job.



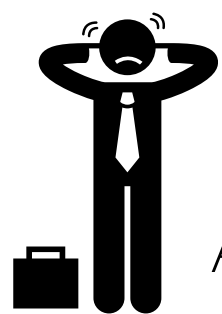
## Why Would Anyone Want To Meet With Me?

We all remember what it's like to be in your shoes - a new grad or student trying to kick-start your career. It's also a compliment and makes them feel "they've made it" when someone asks for career advice.



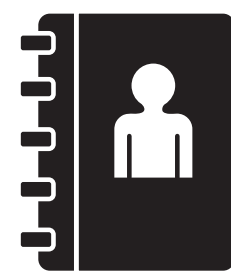
## How Do I Ask?

When you call or email, explain who you are and why you're reaching out. Mention you will only need 20 minutes of their time (it will most likely end up going longer but 20 minutes is easy for anyone to carve out of their schedule). See template on back for help.



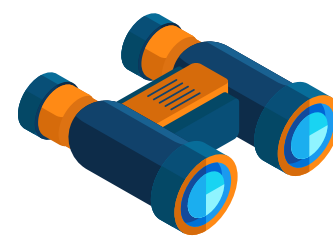
## What If They Ignore Me?

After 1-2 weeks, if they haven't responded, call or email them. See template on back for help. If they still don't reply, cut your losses and move on to someone else. Remember, not everyone is going to be willing to help  
- don't take it personally. They may just be too busy or not the mentorship type.



## Who Do I Contact?

Aim for someone 2 levels higher than your level as they are more likely to have a say in hiring e.g. Manager



## How Do I Find People?

**LinkedIn:** Search by company, job title, use the alumni tool (found on your school's page) to find people's job titles, companies that hire them and their full names. Contact them via LinkedIn or, even better, find their email address via LinkedIn, Google or company

**website. [www.tenthousandcoffees.com](http://www.tenthousandcoffees.com):** Everyone on this site is there because they are willing to chat with you about careers and offer advice. Search for people by industry, job title and company.



## Scheduling the Meeting?

Make it easy for them! Work around their schedule and go to a location close to them (or even their office). Get specific details on where and when you'll be meeting. Confirm the meeting 24 hours before to remind them & ensure it still works with their busy schedule. If they don't respond, assume it is still happening. Add a little bit of body text.



## Day Of

Show up early, dress professionally (like you would for a job interview), bring your questions, a pen, notebook and your resume. Don't forget your smile and confident handshake!



## After

Send a thank you email within 24 hours of your interview.

## Request Template

Dear {full name}

My name is {your name} and I'm a 4th year university student studying justice studies with a focus in Community and Justice Services. I'm reaching out because (reason why you want to speak with this person). I'd love to learn more about {two or three things you'd like to learn from them}.

I'm sure you're busy, so even 20 minutes would be appreciated. Thank you very much for your consideration.

Sincerely, {your name}

## Follow-Up Template

Dear {full name},

I hope you're having a great week! I wanted to follow up on my request for an informational interview. As I explained in my previous email, {reason why this person has impressed you} and I'd love to hear about {questions you'd like to ask}. I'm happy to meet whenever and wherever is convenient for you. However, if your schedule is too full, I completely understand.

Kind regards, {your name}

## Thank You Note

Good morning/ afternoon {first name}, thank you very much for meeting with me today/ yesterday. Your advice on {a tidbit of advice they gave you} was very helpful. I really appreciate you taking the time out of your schedule.

Best, {your name}.

## Sample Questions

1. How did you get started in this field?
2. What is your favorite part of the job?
3. If you could change anything about your job, what would it be?
4. What education would you recommend for someone entering this field?
5. Is graduate school recommended?
6. What volunteering experience would you recommend for someone entering this field?
7. Do you have any suggestions on how I can stand out as a top candidate?
8. What personal attributes do you think are essential for success in this career?
9. Would you mind looking over my resume and give me suggestions for improvement? How did you get this job?
10. What is the employment outlook like in your career field? How much demand is there for people in this career?
11. What is the salary range for various levels in this field?
12. What is a typical week like for you?
13. What percentage of time is spent at your desk versus out of the office?
14. How much flexibility do you have in your schedule?
15. Are there any organizations or associations you recommend I join?
16. If I wanted to obtain a job in this field, where would be the best way to learn of job vacancies?
17. Is there anyone else you recommend I talk to?