An informational interview is focused on gathering information from a networking contact. It is designed to help you choose or refine your career path by giving you the “insider” point of view. The following steps will guide you through the process and help you gain a better understanding of your prospective career.

1. Find someone to interview
2. Prepare for your interview
3. Follow-up

Find Someone to Interview
- Family friends
- Advisors/faculty
- LinkedIn or alumni

You are the interviewer

Prepare for Your Interview
1. Know what you want to learn from the interviewee.
2. Know your own interests and personality. Meet with a career counselor for help.
4. Ask thoughtful questions. Be gracious and courteous of the other person’s time and formally thank your interviewee.

Dear Ms. Thompson,

I am an IUPUI Freshman and trying to determine if psychology is the best major fit for me. I came across your profile in the LinkedIn University section. I was wondering if you would be willing to correspond with me via email to answer a few questions.

Thank you and have a wonderful day!

Sincerely,
Ima Student
Example Questions

1. What led you to choose this field of work?
2. How did you come to work for this company/in this position?
3. What is a typical day like for you?
4. What are the hot topics and big issues in this career field?
5. What books, journals, or professional associations do you recommend for someone in this field?
6. What is the outlook for this field?
7. What advice do you have for entering this field? What is required to enter the field and move up? 
   (Training, certification, licensure, degrees, tools, guild or union membership?)
8. Are there individuals you can recommend to me for other informational interviews?

Your Questions

Write down five or more questions that you can ask the employer you plan to interview:
Ask for a business card to ensure you obtain correct information regarding the person’s title and name for a brief, handwritten thank you note and for future follow-up. Keeping in touch is a great way to keep up on internship and job opportunities in the field!

Dear Ms. Thompson,

Thank you so much for taking time out of your busy schedule to correspond with me over the past week. Your answers to my questions and insight about Human Resources has helped me choose a major. I could not have figured out the best path for me without your insight and advice.

Thank you for all you have done for me!
Sincerely,
Ima Student

Professional Profile
Complete this form for each interview you conduct or contact you make. Make copies of this sheet as needed for each interview/contact.

Name:

__________________________

Undergraduate Major/Minor/other certificates or licenses:

__________________________

Other Education:

__________________________

Employer Name:

__________________________

Industry Category:

__________________________

Job Title:

__________________________

Job Function:

__________________________

Job Description:

__________________________

Keep notes from your interview.
• Questions they answered
• Components of their job you would like
• Components of their job you would not like