



## **Career Development Informational Interview**

Informational interviews are just what they sound like: they are short conversations (20-30 minutes) where you interview a professional in a field, organization, or position you'd like to

*would like the opportunity to speak more with you about your experiences. Would you be available sometime in the next two weeks for a 20-minute conversation with me?"*

Try to earn a face-to-face meeting, away from their office. Without distractions, they will remember you better and answer your questions more thoughtfully. Be prepared to offer several options for 'when' and 'where' to meet. Be flexible about meeting them before or after their workday, or at lunch. Don't wait for them to identify where to meet. Locate a nearby McDonalds or Starbucks and offer to buy a coffee for them.

**DO YOUR RESEARCH FIRST** – check out the company's website, or recent news stories, your interviewee's LinkedIn profile, and general information about the field. It is a waste of your time and theirs to be asking about things you could have learned ahead of time.

Decide on the informational interview questions you will use (some examples F5 11.0005830055>3a4800off