

# INFORMATION INTERVIEWS

$\frac{1}{200}$  RESUMES RESULT IN JOB OFFERS

$\frac{1}{12}$  INFORMATION INTERVIEWS RESULT IN A JOB OFFER

RESOURCES:  
O-NET

CAREER CRUISING

TYPEFOCUS

**1. RESEARCH CAREER FIELDS AND OCCUPATIONS**  
Identify a field interests you

Conduct research to narrow down your options

Review info on web-based resources



**3. IDENTIFY PEOPLE**

Identify professionals in your field: professors, friends, family or people from organizations you've researched

Use social media tools like LinkedIn to follow companies and people working your targeted field

**2. IDENTIFY COMPANIES AND ORGANIZATIONS**

Research companies and organizations related to your targeted field, to gain a sense of how you can apply your knowledge and skill-set



**4. CONDUCT INFORMATIONAL INTERVIEWS**

Meet with individuals who do jobs you are interested in

Contact may be in person, by phone or online

You are *not* asking for a job, but asking about information about working in the field

**WHAT CAN I OFFER IN RETURN?**

SHARE INFORMATION ABOUT EVENTS RELATED TO THE FIELD

VOLUNTEER AT THEIR EVENTS

RECOMMEND JOB CANDIDATES



**5. FOLLOW UP AND MAINTENANCE**

Thank those who referred you to networking contacts, granted you an information interview or provided advice

Find ways to keep in touch

## INTERVIEW TOPICS

LEARN ABOUT THE PERSON

LEARN ABOUT THE JOB

LEARN ABOUT THE COMPANY

GAIN ADVICE UNIQUE TO YOUR SITUATION

SEEK FOLLOW-UP AND REFERRAL OPPORTUNITIES



Career Services  
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