



How to Conduct an Informational Interview

BACKGROUND:

Please consider the following resources:

- [Mastering the Informational Interview - Forbes](#)
- [A Complete Guide to Informational Interviews \(With Benefits\) | Indeed.com](#)
- [5 Questions to Ask During an “Informational Interview” \(hbr.org\)](#)

DISCUSSION:

FOR THE MENTOR:

- What are the benefits of informational interviews? How do you go about looking for potential people to interview (job boards, company websites, recommendations from peers, etc) and how should you reach out? What is the best format to conduct an interview (phone, video, in-person)? What are some questions that can help guide the conversation? How do you make yourself stand out against other people who may be speaking with this person? It's possible that the interviewee may turn the conversation around and ask you some questions; how should you prepare for that? How should you follow up after the conversation? If possible, conduct a mock information interview (or help connect mentees with a colleague).

FOR THE MENTEE

- How would you go about initiating an informational interview? What are you looking to get out of the conversation (career recommendations, job search advice, general contacts in the industry, etc.)? Why do you think this particular person is the right person to speak with? How would you introduce yourself?