

How to Conduct an Informational Interview

 Written and reviewed by Seasoned Match Mentors

An informational interview may be used for learning about potential careers and involves talking with individuals about their professional career experience. These individuals may be someone who has worked in a field for several years or a career counselor. The informational interview may be conducted in person, via the phone, zoom or even email. These opportunities tend to be more casual than a job interview and are focused on educational and networking purposes.

Mentee Objective covered

How would you go about initiating an informational interview? What are you looking to get out of the conversation (career recommendations, job search advice, contacts in the industry, etc.)?

Goals / Objectives of this Module

Understand the benefits of an informational interview. Focus on how to look for potential interview opportunities through networking. Learn how to make yourself stand out. Establish a process that works for you.

LESSON / MODULE TOPIC COVERED

Mentor and mentee should work together to understand that Informational Interviews are appropriate for all ages and career types and how best to utilize them. Focus on how to obtain an Informational Interview. Learn how to direct an informational interview by asking questions to keep the conversation on your career exploration and interests while gathering insightful career recommendations and job search advice.

As you perfect your elevator speech and learn how to differentiate yourself depending on the situation, work this knowledge into the questions you use in an informational interview. Practice your interviewing skills with a mock interview.

Lesson Notes

Discussions each month should visit the opportunities for networking and opportunities for an informational interview.

Post Lesson and Pre-Lesson Assignments

Continue what is working well and evaluate if something better might work and what that might be. Determine how to best incorporate solution into your life.

SOURCES

1. Shwab, David, "Mastering the Informational Interview" Forbes, web 9 January 2017, <https://www.forbes.com/sites/davidschwab/2017/01/11/mastering-the-informational-interview/>



2. Heine, Amy, "A Complete Guide to Informational Interviews (With Benefits)" PositivePsychology.com, web 9 June 2023, <https://www.indeed.com/career-advice/interviewing/informational-interview-guide>
3. O'Keefe, Shawn, "5 Questions to Ask During an Informational Interview" Harvard Business Review, web 1 October 2021, <https://hbr.org/2021/10/5-questions-to-ask-during-an-informational-interview>

