



INFORMATIONAL INTERVIEWING GUIDE

Looking to learn more about a job, profession, career path? Follow this guide to prepare, schedule and complete a 20-minute Informational Interview.



**Career &
Self-Development**



Critical Thinking



Leadership



Teamwork



Communication



Equity & Inclusion



Professionalism



Technology

HOW TO PREPARE

- Step 1** Research the organization to determine if it is a good match for your skills and interests.
- Step 2** Research your contact's field, industry and organization.
- Step 3** Call or message the contact to request a conversation. (Be clear that you are asking for information, not a job.)
- Step 4** Select your questions and complete the meeting.
- Step 5** Follow up by sending a brief note of gratitude.

INFORMATIONAL INTERVIEW QUESTIONS

INTRODUCTION:

Hi [name]. This is [your name] and I'm a current student in the [program] at Scottsdale Community College. Today, I'm exploring my career options in [industry or organization name]. I am reaching out to you to request for a short conversation so I can learn more about your role and how you got here. Your experience and advice would really help me make more informed choices as I start my career. I'm happy to speak during a time convenient for you.

1. Could you walk me through your career path, starting with your experiences at [name of college they attended] and any internships or jobs you had before your role as [name of current position]?

POTENTIAL FOLLOW-UP QUESTION

What did it take to move from one position to another?

2. Can you provide more details about what your typical day/week looks like?

POTENTIAL FOLLOW-UP QUESTION

What part of your job do you find the most interesting, as well as the most challenging?

3. Which skills, software or experience are most important for a job like yours?

POTENTIAL FOLLOW-UP QUESTION

Are there any additional skills that you think will be especially useful in the next five years for a student like me entering the field?

4. What do you think is the best way to earn an internship (or job) in this industry (or at this company)?

POTENTIAL FOLLOW-UP QUESTION

Is not knowing [skill name] a deal breaker?

5. I'm really interested in speaking with people [in X field / in Y role / at Z company]. Who else would you recommend that I connect with?

POTENTIAL FOLLOW-UP QUESTION

Would you mind making an introduction to [person's name]?

CLOSING

I really appreciate you taking time out of your day to share with me about your career journey. All of the information provided has given me a lot to think about and will be helpful to consider as I take my next step. Thank you.

OTHER POSSIBLE QUESTIONS TO CONSIDER

Can you suggest some ways a student could obtain this necessary experience?

What are the duties/functions/responsibilities of your job?

What kinds of problems do you deal with?

What kinds of decisions do you make?

Why did this type of work interest you, and how did you get started?

What part of this job do you personally find most satisfying? Most challenging?

What do you like most about working in this industry? What do you dislike most?

Resources: Harvard Business Review, NACE, NCDA



**SCOTTSDALE
COMMUNITY COLLEGE**

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