Informational Interview Planner

Plan a short talk with someone who does a job you are curious about. Use page 2 during and after the talk.

Name _____ · Date _____

Informational interview: an interview to learn more about a company or job. It is not a job interview. You ask the questions. The person can be a family member, a neighbor, a teacher or someone in your community.

Who I'll talk to

Name _____ Organization or job _____

Why did you pick this person? _____

How we'll meet: ☐ In person ☐ Phone ☐ Video call

Date and time _____ How long _____

How I'll ask

Example: "Hi Ms. Lopez, I'm learning about jobs in health care. Could I ask you a few questions about your work? It would take about 15 minutes."

Get ready: check each step when it's done

- ☐ Arrange for when you will meet, for how long, and how you will meet.
- ☐ Send the interview questions to the person before the meeting so they have time to think about them.
- ☐ If you are meeting via phone or video call, make sure that everything is working BEFORE the meeting.

Question bank: check 5 questions to ask

- ☐ What are your main responsibilities as a...?
- ☐ What is a typical day (or week) like for you?
- ☐ What do you like most about your work?
- ☐ What do you like least about your work?
- ☐ What made you interested in this job?
- ☐ What kinds of problems do you deal with?
- ☐ What kinds of decisions do you make?
- ☐ How does your job affect your general lifestyle?
- ☐ What current issues and trends in the field should I know about?
- ☐ What kind of education or training did you need to get before you could do this job?

My own question: _____

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Informational Interview Planner (page 2)

Take notes during the talk. Then follow up.

Question I asked	What they said
1.	
2.	
3.	
4.	
5.	

Do

- ☐ Arrive on time.
- ☐ Dress neatly; ask what is right for that workplace.
- ☐ Have questions to ask already prepared.
- ☐ Show your interest through eye contact and body language.
- ☐ Make sure your phone is turned off or on silent.
- ☐ At the beginning and end of the interview, thank the other person for their time.

Don't

- ☐ Don't slouch or play on your phone during your meeting.
- ☐ Don't ask additional questions without asking the other person if that is OK.

Afterwards

Send a thank you note. Draft it here:

My next step, and when I'll do it:

Am I still interested in this career? ☐ Yes ☐ Maybe ☐ No

Why?

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