

CAREER CONVERSATIONS/INFORMATIONAL INTERVIEWING

Sometimes, the most helpful and relevant career information can't be found online. The best information typically comes from those who are working in the field and because of this, scheduling a career conversation (also known as an informational interview), serves as a critical research tactic. Someone in the field can give you helpful tips for getting your foot in the door and discuss what the field is actually like.

Remember, a career conversation is not a job interview and the purpose is not to find out about job openings. Treat these conversations as a professional meeting, with professional attire, and come prepared with a list of questions. This person is giving up time from their day so be sure to be respectful during correspondences and thank them for their time. For more information, view the [Information Interview resource](#).

PEOPLE I KNOW IN THE FIELD:

*Consider your current organization, peers, faculty members, friends of friends, and begin to brainstorm here.

DATE/TIME/LOCATION of CAREER CONVERSATION:

QUESTIONS TO ASK:

HELPFUL TIPS:

1. Reach out to more than just one person. If you don't know this person, make sure to let them know how you received their information.
2. Be professional in all correspondence (check for typos and grammatical errors).
3. Do not waste the other person's time. Schedule a 30-minute meeting and make sure to arrive on time (or before) and keep an eye on the clock during the meeting.
4. Bring a notepad with your questions prepared and take notes during the interaction.
5. Be grateful. Send a thank you follow-up card or email.