What is an Informational Interview and How Can They Help My Career?
An informational interview is a short 20-30 minute meeting (either in person or via phone) to learn more about a person’s career path and to see if an organization is a good fit for you. Informational Interviews can also help you to build your professional network.

Where Can I Find People to Conduct Informational Interviews?
- People you meet at conferences
- Key contacts that you are referred to that match your career interests
- SNRE Students, Alums, Professionals in eRecruiter’s Professional Network
- Other Social and Professional Networking sites: LinkedIn, U-M inCircle, etc.
- Ask people you are conducting informational interviews with to recommend additional people for you to contact.

Below is a starter list of questions. Of course, you should feel free to add your own questions too.

**SAMPLE INFORMATIONAL INTERVIEWING/ NETWORKING QUESTIONS**

- **Tell me about your organization**
  How is it organized?
  How large is your organization?
  Where do you have offices?
  How does your organization differ from similar ones?
  What is the reputation of your organization?
  What do you like most about working there?
  What are some challenges/ frustrations about working there?
  What’s the work atmosphere/ culture like?
  Are there opportunities to grow in your career?
  What kinds of skills sets/ experience does your organization value?
  How do colleagues interact? Is it a friendly place to work? Do people eat lunch together or do things socially?

- **What is your specific role at your organization and what is your background?**

- **How did you get your job?**

- **Here’s a little about my background . . . Are there opportunities for people with my skills and experiences at your organization or other partner organizations that you can recommend?**

- **Here’s a copy of my resume, would you mind taking a look at it and letting me know which of my skills may be valued by your organization and which skills may be missing that would make me a more marketable candidate at your organization/ in this field?**

- **Can you please give me the names and contact info for other people that I can follow up with to learn more about your organization/ partner organizations that may be a good fit for me?**

- **Thank you for your time and please keep in touch. I’d appreciate hearing from you if you learn about any opportunities that match my interest areas.**