

WORKSHEET: PREPARE FOR AN INFORMATIONAL INTERVIEW

WHO AND WHY?

Each informational interview should have a purpose. There must be a reason that you'd like to meet with a specific individual, something that you hope to gain or give through the conversation.

Consider the following questions:

- Who are you meeting with?
- Why do you want to meet with them?

RESEARCH THE PERSON

Research what you can about the person you will be interviewing. Find their LinkedIn profile and review it. Read information about their company or view the profiles of other professionals that work in the same organization to get a sense of their environment. Put their name into Google and see what comes up. Find out what you can about their background, career history, and current role.

Use this section to record interesting information you find in your research.

WHAT QUESTIONS WILL YOU ASK?

Given the person's background, what questions will you ask? Put yourself in the position of the other person. How can you phrase the question to get the most insightful answers from someone who is doing what you would like to be doing?

BE YOURSELF

During the interview itself, be yourself. Start the conversation by sharing a bit about your background and why you are interested in the interview. Begin asking a few questions and let the conversation flow. Listen carefully and summarize what you hear. Ask follow-up questions. Share a bit of your experience as well. Try to avoid sounding like you are "grilling" the individual. This is not a test and there are no right answers. This is just an opportunity for you to learn from the real-world experience of a single individual. Keep an open mind to possibilities. No matter what you learn or how the conversation goes, treat the other person with courtesy and respect.