



WorkSource Clackamas

Building skills and growing businesses

Tips for Informational Interviewing

What is an informational interview?

An informational interview is an effective tool to use to gain a better understanding of jobs, the labor market and industries. It involves talking with people who are currently working in the field. They provide you with a connection in the field and begin forming your professional network.

Reasons for conducting informational interviews

- To gain current information about an occupation or industry
- To gather information to help make career and job decisions
- May lead to a job offer
- Provides practice for a job interview which increases your self-confidence
- Develops your professional network

Results of informational interviewing

- One out of every 12 informational interviews results in a job offer
- Gain information about a career field and skills that are needed
- Insight into how you may fit into an organization
- Learn the needs of employers
- Make personal contacts for your professional network

Prepare ahead of time

- Schedule appointment by phone, letter, or email.
- Prepare questions ahead of time and keep notes during interview.
- Dress as you would for a job interview.
- Plan to spend 20-30 minutes at the interview.
- Be aware of the time. Stick to the time line set.

Never ask for a job – Remember the purpose of the informational interview is to gain information that you can use to help you decide on a career, job and industry.

Following the informational interview

- Send a hand written thank you note within 1 to 2 days
- Keep in touch with the person. Give them an update on your research. It could lead to a job.
- Evaluate your experience. Record the information that you gathered.

Sample questions

1. Tell me how you got started in this field?
2. What are the duties/functions/ responsibilities of your job?
3. What is the best way to enter this occupation?
4. What particular skills or talents are most essential to be effective in your job?
5. Do you have any advice for someone interested in this field/job?
6. What can you tell me about the employment outlook in your occupational field?
7. What other types of people do you believe I should talk with? Can you name a few of these people and a way to contact them?

Sources of website information:

http://www.quintcareers.com/informational_interviewing.html

<http://www.career.fsu.edu/experience/information-interviews-guide.html>

<http://jobsearch.about.com/cs/infointerviews/a/infointerview.htm>

Visit with an Employment Specialist at WorkSource Clackamas to learn more about informational interviewing or attend one of our Free Career Workshops.

http://worksourceclackamas.org/job_seekers-Workshops.asp

Two locations to serve you:

WorkSource Clackamas
506 High Street, Oregon City, OR 97045
971. 673.6400.

WorkSource Clackamas @ Clackamas Community College
Workforce Services
19600 Molalla Ave, Oregon City, OR 97045
503.594.6246

Visit our Website for current job search resources! www.WorkSourceClackamas.org



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