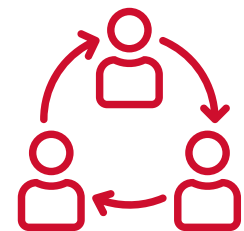


# INTERVIEWING: Informational Interviewing

Informational interviews are a low-pressure, highly productive one-on-one conversation with someone to get career advice, build your network and hone your interviewing skills. These interviews are excellent options for plotting a career path or focusing your aspirations.

## How to Find People

Miami Alumni Connect and LinkedIn are great tools to find people to conduct an informational interview. To begin, search by majors, companies, industries, etc. to find Miami alumni and professionals who are doing what you want to do, working where you want to work, or have had experiences that you are interested in.



Name	Link to Profile	What interests you about this person?

## Reach Out



**Example:** Hello! My name is Hannah and I am a sophomore chemistry student at Miami University. I was looking at your LinkedIn profile and I am really interested in your current position as well as the graduate program you completed. Would you be willing to have a short phone or video conversation so I can learn more about your journey?

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## Info Interview Tips

**Prepare** your introduction and questions ahead of time.

**Test the software** that you will use for your interview if it is virtual.

**Research the organization, person, and trends** within the career field you are conducting the interview for.

Dress professionally.

Relax and be yourself! You are the interviewer and this is not a job interview.

Before ending your interview, always ask - **are there other people you'd recommend I connect with?**

**Follow-up** with a written and/or email thank you note.

**Do not ask for a job.**

## Example Questions

What are the **most interesting aspects** of your job?

What kinds of experiences outside of the classroom **would best prepare** someone for your job?

What is your **typical day** like at work?

What aspects of your job do you find **most challenging/rewarding?**

What are the **top skills** that are necessary in your field?

What are **trends in the career field** and industry?