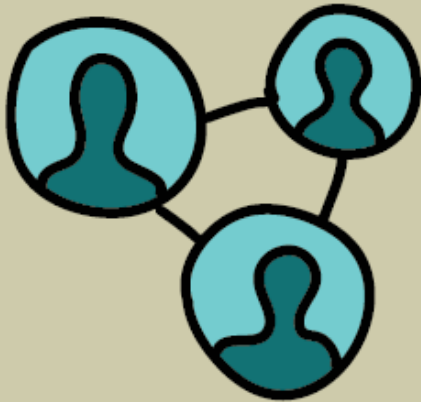


# INFORMATIONAL INTERVIEWING

...AND HOW TO DO IT

## STEP 1: IDENTIFY



Use LinkedIn, Alumni Fire, and the Career Center's Job Shadow Program to identify alumni and Professionals in your field

## STEP 2: REACH OUT



Send an outreach message that is enthusiastic, demonstrates you're worth connecting with, and makes a concrete invitation to meet

## STEP 3: MAKE AN AUTHENTIC CONNECTION



Be curious, ask great questions, share about yourself and your interests, and don't be transactional. Be genuinely interested in learning from their experience.

## STEP 4: FEED THE RELATIONSHIP



Keep the relationship alive by sending a thank-you email, connecting on LinkedIn, engaging with their posts, and checking in semi-regularly

EMAIL: [CAREERS@BRYANT.EDU](mailto:CAREERS@BRYANT.EDU)



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## Informational Interview Sample Questions:

What has been this person's career path from college to present?

What are their major job responsibilities?

What are the duties performed during a typical day? Week? Month? Year? Does s/he have a set routine or is there variety day-to-day?

What are the most satisfying aspects of their work?

Are there dissatisfying aspects of the work that are typical of the field?

What are the greatest challenges involved in that type of role?

How would the advisor describe the atmosphere/culture of the work place?

What are other commonly-used titles for their position? What are some related occupations?

What academic major is recommended for this type of role?

What kinds of courses are most valuable in order to gain skills necessary for success in this occupation?

What advanced degrees or certificates might employers look for?

What kind of work/internship experience would employers look for in a job applicant? Are any co-curricular activities recommended?

How is this type of role typically recruited for and filled? If posted online, where might job listings be found?

What steps besides meeting educational and experiential requirements are necessary to "break into" this occupation? (i.e. - exam? union membership?)

What are the important "key words" or "buzz words" to include in a resume or cover letter when job hunting in the field?

What are opportunities for advancement? To what position? Is an advanced degree needed? (If so, in what discipline?)

Which work-related skills are most important to acquire? (i.e. - which skills do employers look for?)

What are the main or most important personal characteristics for success in the field?

What are the different settings/industries in which people in this occupation may work?

What other kinds of workers frequently interact with this position?

Is there evidence of differential treatment between men and women workers with respect to job duties, pay, and opportunities for advancement?

What are the employment prospects in the person's geographic area? Where are the best employment prospects? Is mobility a necessary factor for success if someone is pursuing this type of role?

What are the different salary ranges?

Does the typical worker have a set schedule (i.e. - 8 a.m. to 5 p.m.) or are the hours flexible?

What are the demands and frustrations that typically accompany this type of work?

Is there a typical chain of command in this field?

Is this a rapidly growing field? Is it possible to predict future needs for workers in this field?

What types of technology are used and how are they used?

What entry level positions are there in this field that a liberal arts graduate might consider?

What does the advisor know now which would have been helpful to know when they were a student?

Does the advisor think you left you out any important questions that would be helpful in learning about the job or occupation?

Can the advisor suggest others who may be valuable sources of information?