

INFORMATIONAL INTERVIEWS

GETTING STARTED

Learn about an industry, a company, or specific jobs to help you make informed decisions about your career path and how to be a competitive applicant.

- 1) Identify desirable organizations
- 2) Choose professionals to connect with to gain knowledge, build rapport, and ask for advice (NOT A JOB)
- 3) Should be reaching out to 15 - 20 people through LinkedIn messaging

Not sure what you are interested in?

Use this tool, [‘What Can I Do With This Major?’](#), as guidance for different employment options within your major
Found on Citadel career center website, ‘Resources’

OUTREACH

Initiating Contact: LinkedIn is a great tool!

If not... can contact via phone, email, or in-person

LinkedIn Template:

Mr./Ms. ____, I am a ____ (senior/junior/etc.) at The Citadel, majoring in _____.
Would you be available to speak with me sometime soon about your experience with ____ (company name)? **Name** mentioned you would be a good contact for this purpose (*if referred*).

Respectfully,
Name

Email Template:

Hi Mr./ Mrs./ Ms. ____,

My name is ____. I am a ____ (senior, junior, etc.) at The Citadel, majoring in _____. I am interested in your experience (with/as) ____ (company/industry/ position). (*if someone recommended you to reach out to the person*) ____ mentioned you would be a good contact for this purpose.

May I please schedule a time to speak with you to learn more about your profession and to ask what recommendations you may have for a student entering this career field? I really appreciate your help and hope to speak with you soon.

(Thanks/ Respectfully),
Name
(number if applicable)

PREP

Before:

- Prepare questions in advance (see back)
- *Remember:* Conversation is NOT ABOUT YOU, it’s about gathering information to make you INFORMED and COMPETITIVE

1. INDUSTRY, COMPANY INFO.
2. PROFESSIONAL ADVICE
3. YOU COME LAST!

- Research the industry, company, and person
- *Once you have a set **Informational Interview** — confirm date, time, & phone number of connection by sending an email or LinkedIn message a day ahead to confirm*

Day of:

- KEEP IT SHORT & SWEET: 15-20 minutes
 - If time runs out ask if you can continue or schedule another meeting
 - Ask for ACTIONABLE advice, TAKE the advice, and FOLLOW UP on the advice
- 1) What can I do now to make me more competitive?
 - 2) What makes someone excel in the industry ?
 - 3) What skills or training would be the most helpful?

● ● INFORMATIONAL INTERVIEWS ● ●

QUESTIONS FOR INTERVIEW

Position

What steps did you take to reach your current position (education, prior positions, training)?

What do you enjoy most about the work you do? /
What are you most excited about right now?

What are some of the biggest challenges you face day-to-day? What about the biggest rewards?

What do you wish you'd known when you were starting out in this career/ position?

What skills do you think are most important for someone interested in a job like yours?

Are there any questions I'm not asking that I should be?

Company/ Organization

How would you describe the company culture? /
What are your company values?

What are the opportunities for growth in this company?

What do you like most about working for the company?

What has been surprising while working for the company?

Industry

*(apply specific knowledge if applicable, like Ports authority-
how has this supply chain... affected your industry?)*

What are current trends/ challenges in the industry right now?

What do you value most about your career field?

What has changed in the industry in the past 5 years; do you foresee other changes?

Do you have recommendations for other people I should talk to or other resources I should explore?

FOLLOW UP

1. Thank the interviewee for his/her advice and time.
2. Send a formal thank you within 24 hours of meeting by email, handwritten, or both.
3. Follow through on any recommendations given to you and keep the interviewee informed as appropriate.

STAY IN TOUCH!!!

Not available?

Ask if you may contact at a later date OR if there is another recommended contact?

No response?

Contact someone else or send a polite follow up.

