### SAMPLE QUESTIONS

The conversation is NOT ABOUT YOU, it is about gathering information to make you INFORMED & COMPETITIVE!

1. **Industry Company Info**
   - What challenges does your industry face?

2. **Interviewee**
   - What are the current trends in the profession?

3. **You Come Last:**
   - What skills (other than academic training) do I need to be successful?
   - What do you value most about your career field?
   - What advice or direction can you offer me to make myself competitive?
   - What has changed in the industry in the past 5 years; do you foresee other changes?

### FOLLOW-UP

- Have a polished copy of your resume.
- ASK for RESUME FEEDBACK if contact has hiring experience.
- Thank the interviewee for his/her advice and time.
- Send a formal thank you within 24-48 hours of meeting by email, handwritten, or both.
- Follow through on any recommendations given to you and keep the interviewee informed as appropriate.
- STAY IN TOUCH!!!

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### THE CITADEL CAREER CENTER

**Informational Interviews**

**Tips & Resources**

**HOURS**

- **Drop-in Hours:**
  - Mon.-Thurs. 1:00pm-4:00pm

- **Fall/Spring Office Hours:**
  - Mon.-Thurs. 8:30am-5:00pm
  - Friday 8:30am-4:00pm

- **Summer Office Hours:**
  - Mon.-Thurs. 7:30am-5:30pm
  - Friday CLOSED
Who to Interview

Not sure who to contact for an informational interview? Refer to the resources below:

1. Your professional network. Contact family, friends, professors, alumni, & employers to find out if they know anyone who works in _____ profession or at ___ company that may be willing to be interviewed.

2. LinkedIn. Use this online professional networking resource to follow up with companies.

3. Use the Citadel online Alumni Directory. Google "Citadel Alumni Association".

4. Glassdoor. A resource that provides an inside view to companies and jobs through reviews by current and past employers.

Initiating Contact

Use this format if you are requesting to schedule an informational interview by email, LinkedIn, or in person. Remember you are seeking advice; do NOT ask for a job! This is a fact finding mission to build a relationship with a professional.

Personalize your message using the below guide:

Dear Mr./Mrs./Ms. ________,

My Name is ___. I am a ___ (Sr., Jr., Etc.) at The Citadel, majoring in ____. I am speaking with professionals to learn about the industry, to understand how to be a competitive applicant, and to set realistic goals. ____ 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 recommendation you may have for a student entering this career field? I really appreciate your help and hope to meet with you soon.

Respectfully,
Student Name
Class of __, The Citadel
NAME@citadel.edu
(943) 746-4758

NEXT STEPS

- 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.

- Once you have a set time, confirm your date, time, location, or phone number. Send an email a few days ahead to confirm the person is still available.

- RESEARCH THE PERSON TO WHOM YOU ARE SPEAKING!

- PREPARE QUESTIONS IN ADVANCE

- Dress professionally. Arrive 15 minutes early or be ready to make the call at the correct time. If they are calling you, turn on your ringer and be sure your voicemail is set up.

- Be mindful of the time and be polite and professional, even if the person to whom you're speaking with is not.