

Informational Interview



VRBS
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Set Up for Interview

Informational interviews can be fun! You can learn about an interesting job without the pressure of applying for the job. Be curious and enjoy the process! Tip: You might want to practice on a family member or friend.

Phone person in charge of hiring to schedule your interview. After thanking the person for taking the call, make the following points:

- I'd like to do a brief interview with you to learn about a job in your company
- I'm not looking for a job, I'm doing research for my career
- I'm interested in your company because _____
- May I schedule a time to speak with you? I'd only take 10 to 15 minutes of your time.

Employer & Interview Information

Employer Name:

Interview Date and Time:

Interview Location or phone interview:

Preparation for Interview

Your preparation steps will vary depending on whether you're meeting with the employer in-person or on the phone.

If you're meeting in person:

- Make sure you're showered and wearing clean clothing,
- Take this template and a pen with you
- Greet the person with a handshake and a smile, and
- Thank him or her for taking the time to meet with you
- Ask your questions and record the answers
- At the end of the meeting, thank him or her for meeting with you again

If you're meeting over the phone:

- Be sure to have the interview questions and a pen to record the answers
- At the beginning of the call, thank him or her for taking the time to talk with you.
- Ask your questions and record your answers
- At the end of the call, thank him or her for taking the time to talk with you.

Questions for Interview

1. What are the most important duties of this position?
2. How many do you employ in this position?
3. When was the last time you hired somebody in this position?
4. What are you looking for in an applicant for this position?
5. How much can a person expect to make per hour when starting out in this position?
6. How many years of experience do you require an applicant to have?
7. Do you require specific training or education to apply for this job?
8. How did you come to work in this job?
9. What would you recommend I do if I'm interested in this job?
10. What do you like most about your job? What do you like least?
11. What personal advice would you give to someone wanting to enter and advance in this career field?
12. What are typical mistakes people make that prevent advancement in this career?
13. What is a typical day/week like in your job?