

# INFORMATIONAL INTERVIEWS

## What is an informational interview?

An informational interview is an interview conducted to collect information about a job, career field, industry or company.

An informational interview is not a job interview. Rather, it is an interview with an individual working in a career or industry you would like to learn more about.

## Tips for Setting up the Interview

- Identify yourself
- Explain why you are calling
- Explain how you got their name
- Assure them YOU ARE NOT ASKING FOR A JOB
- Offer the interview in person, email, or by phone
- Thank the person for their time

## Sample Phone Script

Hello, my name is \_\_\_\_\_. I was referred to you by \_\_\_\_\_. I'm interested in learning more about \_\_\_\_\_. I was wondering if you would have a little time to share with me any advice, ideas, leads or referrals.



## Questions to Ask

- Why did you choose this field of work?
- What are the primary responsibilities in your current job?
- How would you describe a typical week?
- What parts of the position do you like best? Least?
- What skills are most important to have in this position?
- What kinds of opportunities do you see in this field?
- What kind of training or education would you recommend for someone in this position?
- Can you suggest anyone else that I can talk to?
- May I use your name?

## Interview Etiquette

- Prepare by researching the company
- Dress professionally
- Provide a current resume
- Practice
- Call to confirm, arrive on time
- Be friendly and pay attention
- Show genuine interest
- End on time
- Ask for referrals
- Thank the interviewee
- Send a follow-up thank you letter

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## Additional Resources

[www.quintcareers.com/information\\_interview](http://www.quintcareers.com/information_interview)

*A Foot in the Door*, Katharine Hansen, PhD


*What Color is Your Parachute?*, Richard Nelson Bolles

*Cracking the Hidden Job Market*, Donald Asher

**If you have questions about  
Informational Interviews, please call:  
303.271.4700** or 800.659.3656 TTY/TDD  
or email: [americanjobcenter@jeffco.us](mailto:americanjobcenter@jeffco.us).

Laramie Building, 3500 Illinois Street, Golden, CO 80401

<http://jeffco.us/american-job-center>



The American Job Center serving Jefferson, Clear Creek and Gilpin counties is an equal opportunity program with auxiliary services available upon request to individuals with disabilities. This program is funded by USDOL and the Workforce Investment Act.