

## Informational Interviews

Informational interviews allow you to connect with professionals in your desired field and learn about the industry, career paths and job tasks. These interviews aren't about seeking a job, they are about gaining insight and growing your network.

### What is it?

An informational interview is an informal meeting that you arrange with a professional that you want to know more about. You decide what questions to ask and what topics to discuss based on your own career interests.

### With an informational interview, you can...

- Gather information about entry level jobs, companies and roles of interest, qualifications, 'real life' duties of a professional and possible opportunities for the future.
- Uncover career paths you may not have considered.
- Confirm if you want to pursue a specific type of job, or realize that it might not be for you.
- Grow your [network](#).
- Use the info you receive to better prepare for future job interviews.
- Gain different perspectives on the same subjects when you interview more than one professional.
- Understand your strengths and areas of improvement for a certain type of job.

### Get started

- 1 Decide on 1-3 types of work that interest you, research them online and identify what extra information you want to know.
- 2 Look for people that might have the information you're seeking by asking your network, or searching on LinkedIn.
- 3 Connect with your target professional. Briefly introduce yourself, explain that you are doing career research and invite them for a 15-30 minute coffee chat (in person or virtual). If someone from your network has referred you, let your interviewee know. Establish that you don't want a job and are not trying to sell anything, you just want to learn. For example:  
  
    >> "Hello Ms. [Name], my name is \_\_\_\_\_. I was speaking with [contact] and your name came up as someone who may be able to help me. I am doing informational interviews with professionals such as yourself in [area of interest] for career advice/industry information. I would appreciate it if we could meet for 20 minutes. Is there a day/time next week that you have available?"
- 4 Prepare a list of relevant, competent questions to ask your interviewee. Consider asking questions on the subjects of:  
  
    >> Industry changes, trends, challenges and employment outlook/demand.  
    >> Entry-level graduate positions, hiring periods and recommended experience/qualifications.  
    >> Their typical day, including hours, duties, projects, level of collaboration and company culture.
- 5 Be professional. Dress in business-casual attire, start and end on time and take careful notes. Never ask for a job, even indirectly. Only provide a resume if the interviewee asks.
- 6 Thank your interviewee at the end of the meeting. Ask if you can stay in touch with them and if they can recommend other contacts who could further your career research.
- 7 Reflect on what you learned, figure out what information you still lack and try to arrange more interviews with the people they suggested.

June 2022

### NEED MORE HELP?

Book an appointment with us through [MyCareerHub](#).

 403.440.6307  [careerservices@mtroyal.ca](mailto:careerservices@mtroyal.ca)  A200 Kerby Hall

 [mtroyal.ca/careerservices](https://mtroyal.ca/careerservices)  [Career Services on LinkedIn](#)



MOUNT ROYAL UNIVERSITY  
Career Services