

## INFORMATIONAL INTERVIEWING

Informational interviews are effective career conversations that allow you to learn more about a particular career path and/or organization. During these conversations, you may also have the opportunity to make a good impression and promote your skills by sharing your experiences and accomplishments. As such, informational interviews are great for career exploration, networking, and even job hunting.

Professionals are busy people, so informational interviews typically last only about 15–30 minutes. You can approach a variety of professionals for these interviews: industry experts, current practitioners, human resources representatives or recruiters, etc.

### **I have never heard of informational interviews before. Do people really do it in Canada or in my professional field?**

Absolutely! Informational interviews are very common in the Canadian workplace. While some professional fields may be more familiar with the concept than others, informational interviewing is definitely a legitimate tool for career exploration and networking. It is gaining momentum in all professions. Just take the first step to initiate contact, and remember that there is no harm in asking.

### **What are the steps to conducting an informational interview?**

1. Ask yourself what you are interested in learning more about (e.g. a particular occupation or company).
2. Identify individual(s) who can tell you more about that occupation or company. (See "How do I find potential interviewees?" below for tips.)
3. Introduce yourself to the individual, and mention how you found their contact information and what you want to ask them about; then request a meeting. (See "How do I introduce myself?" below for tips.)
4. Research the company and/or the individual's career path to generate well-researched questions for the interview; you have limited time with this person so be prepared.
5. Practice articulating your own skills and accomplishments — there may well be opportunities for you to tell this individual a bit about yourself.
6. Contact the person the day before the interview to confirm your appointment time.
7. Dress appropriately (business-formal or business-casual), be on time, and respect the time limit of the informational interview; always remain professional.
8. Thank the person for their time with a follow-up email within 1–2 days of the interview, maintain the connection, and schedule a follow-up meeting if appropriate.
9. Evaluate the information you have gathered (e.g. are you still interested in this occupation/company?) and your performance at the interview (e.g. are there questions that you can ask in future interviews?). Develop an action plan of next steps.

# Informational Interview Guide

**K Payea**



## **Informational Interview Guide:**

## Decoding **Informational Interview Guide**: Revealing the Captivating Potential of Verbal Expression

In a time characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Informational Interview Guide**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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