**YTP Informational Interviewing 101**

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job.

**Good Reasons to Conduct an Informational Interview**

* to explore careers and clarify your career goal
* to expand your professional network
* to build confidence for your job interviews
* to access the most up-to-date career information
* to help you decide which types of jobs you would like and excel in

**Steps to Follow to Conduct an Informational Interview**

1. Identify the occupation or industry you wish to learn about.

2. Prepare for the Interview by having a list of questions prepared that you would like answered.

3. Identify People to Interview**:** Start with lists of people you already know-friends, relatives, teachers etc. You can call an organization and ask for the name of the person by job title.

4. Arrange the Interview by e-mail, phone call.

5. Dress appropriately, arrive on time, be polite and professional. Refer to your list of prepared questions, stay on track, but allow for spontaneous discussion.

6. Follow up the interview with a thank you note or e-mail.

**YTP Informational Interview Questions**

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Interviewed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your job duties? How do you spend your time? \_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you like best about your job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What do you like least about your job? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you think there are reasonable employment opportunities in this area?

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What is your work schedule? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is the work environment like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What kind of training or experience would you recommend? \_\_\_\_\_\_\_\_\_\_\_

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**Student on-line research (CIS, QualityInfo, OR Employment Dept.)**

What is the wage range for this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there current job openings in this area if yes where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What are some related occupations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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