Information Interviews

1. Research Career Fields and Occupations
   - Identify a field that interests you
   - Conduct research to narrow down your options
   - Review information on web-based resources

2. Identify Companies and Organizations
   - Research companies and organizations related to your targeted field to gain a sense of how you can apply your knowledge and skill-set

3. Identify People
   - Identify professionals in your field: professors, friends, family or people from organizations you’ve researched
   - Use social media tools like LinkedIn to follow companies and people working your targeted field

4. Conduct Informational Interviews
   - Meet with individuals who do jobs you are interested in
   - Contact may be in person, by phone or online
   - You are not asking for a job, but asking about information about working in the field

5. Follow Up and Maintenance
   - Thank those who referred you to networking contacts, granted you an information interview or provided advice
   - Find ways to keep in touch

Interview Topics
- Learn about the person
- Learn about the job
- Learn about the company
- Gain advice unique to your situation
- Seek follow-up and referral opportunities

Resources:
- O-Net
- Career Cruising
- Typefocus

What can I offer in return?
- Share information about events related to the field
- Volunteer at their events
- Recommend job candidates

1/200 resumes result in job offers
1/42 information interviews result in a job offer

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