

# **INFORMATION INTERVIEWING FAQ's**

## **University of Utah Career Services**

### **Why should I consider conducting information interviews?**

- You will become exposed to different career opportunities.
- You will get a feel for the types of positions that you could see yourself doing and the types of companies that you feel most comfortable with.
- You will get the interview before you ever apply for the job! In other words, you will get face-to-face contact - where you can demonstrate professionalism, friendliness and competence. This will make things easier for you later on when you do want to apply for a job.
- You will build confidence in yourself and the job search process. Going out of your comfort zone will help you to feel more comfortable later on when you are interviewing for actual positions.
- You will open doors of opportunity! Your interviewees may refer you to others who have opportunities that you are looking for.
- You will be demonstrating self-initiative and motivation! Instead of the fisherman who sits on the shore and waits for a bite, you are actively testing the waters, the wind, and the appetites of the fish!

### **How do I get started with information interviewing?**

- Schedule an appointment.
- Be prepared. Research the industry or company ahead of time. Be professional in dress and in conduct.
- Be appreciative of the interviewees time. Determine time available for your meeting before you begin. Take notes.
- Request more contacts for information and advice.
- Say thank you at the end! Send a thank you letter or card as well.
- Follow up with resumes to these people. Say something like, "I've done my research and I now feel that I am a good fit for your organization. This is why... Do you know of any opportunities?"

### **What questions are appropriate for information interviews?**

Narareth College offers a list of sample questions for Information Interviews.  
([http://www.naz.edu/dept/career\\_services/career.info.interviewing.html](http://www.naz.edu/dept/career_services/career.info.interviewing.html))

### **Should I write a thank you letter after an information interview?**

Definitely! You should review a sample thank you letter to get some good ideas.