**Informational Interviews**

**What are they?**

Interviewing designed to produce information that will help you launch your career. Their purpose is not to get job offers, however, if a job offer is a result of an informational interview, then it is a delightful bonus.

**Why are they useful?**

They are useful because they are a key networking tool, the best way to learn about what you really want in a career is by talking to people who are currently in that field. It also allws you to screen careers and employers before you spend time and money entering a field.

**Some Stats:**

* 1 in 200-1500 resumes will result in a job offer.
* 1 in 12 informational interviews will result in a job offer. (even though that is not their fundamental purpose!)

**Benefits:**

1. Receive information about field and skills needed in the job.
2. Network and make personal contact with individuals in hiring positions.
3. Learn about the hidden job market and potential jobs.
4. Learn about needs of employers and target yourself accordingly
5. You control the interview and you will build up confidence for future interviews.
6. It is less stressful than a job interview because you are not asking for a job.

**Steps to doing an Informational Interview:**

1. Identify an Occupation that you would like more information on.
2. Decide what information you would like to obtain.
3. Prepare a list of questions that you would like to have answered.
4. Identify people you would like to interview.
5. Research the organization and person you will be interviewing.
6. Contact the person and ask for an informational interview.
7. Be early, have you questions ready, bring a notebook and pen to write answers.
8. Never ask for a job, but have your resume ready in case they ask you for a copy.
9. In closing, ask the individual if they can refer you to someone else in the field.
10. Send a thank you note afterwards to let the person know they were helpful and that you appreciate the time they took out of their day to speak with you.
11. Evaluate the interview and the information you learned. What knowledge have you gained? How has what you learned affected your plans or direction? What are your next steps?

Note: These materials have been developed and adapted from a range of sources for the purpose of the Bruce County Job Search Club.