



Informational Interviews

WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is an opportunity for a student to question a professional regarding his/her career and work experience. Informational interviews can be conducted in person, by phone, or by email.

HOW THIS WILL BENEFIT YOU

- Network with experienced professionals
- Ask questions and gain valuable insight into the challenges and rewards of working in a given career

HOW TO FIND A PROFESSIONAL TO INTERVIEW

- 1) Friends/Family
- 2) LinkedIn: Search by NSU alumni or job title
- 3) NSU Faculty/Staff contacts
- 4) Area Chamber of Commerce directories

Introduce yourself and express your interest in interviewing the individual. Offer to send the questions via email, call during a specified time, or sit down face-to-face. Provide a couple of days or times that work well in your schedule, but remember to offer to arrange something *at his/her convenience*.

SAMPLE E-MAIL MESSAGE:

Hello Mr. Professional,

My name is Rowdy RiverHawk, and I am a sophomore at Northeastern State University. I am considering a major in Accounting. I was wondering if you might allow me to ask a few questions about what you do. I am available Mondays from 1-4 pm and Tuesdays/Thursdays from 10 am-3 pm. Please let me know if there is a time that works for you.

Thank-you in advance for your time. I look forward to hearing from you soon!

Rowdy RiverHawk
000-111-2345

SAMPLE INTERVIEW QUESTIONS

- 1) How did you get started in this career field?
- 2) What does your typical work day look like?
- 3) What is the most rewarding part of your job?
- 4) What is the most challenging part of your job?
- 5) Do you have any advice for me if I plan to pursue this as a career?