



Informational Interview Guide

An informational interview is a conversation with someone working in an area that is of interest to you, and who will offer you information and advice. An informational interview is not a substitute for a job interview but instead provides you with an opportunity to learn more about prospective fields of interest.

- **Why do an informational interview within your own organization?** Year Up is a learning organization, and is committed to relentlessly developing talent. YU encourages employees to make connections with staff members working at different sites and with different functional teams. Every interaction with a staff member is a learning opportunity to discover the type of roles you may want to assume in the future.
- **Where to begin?**
 - Begin by making a list of items related to the work you wish to do, including:
 - Companies and organizations
 - Professional conferences
 - Professional or academic associations
 - Individuals currently working in the role or function
 - Job positions or titles
 - Search for individuals connected to the items on your list:
 - On LinkedIn
 - Through your supervisor or colleagues
- **How to Request an Informational Interview?**
 - Send an email to the individual and ask for a brief informational interview. In the email:
 - **Introduce yourself briefly:** highlight your site, functional area, and role.
 - **Share your interest in speaking with them:** How is this person relevant to your future career path? Is there something specific about their role or team that is of interest to you?
 - **Ask to meet/chat with them in the near future.**
- **What to do Before the Interview?**
 - Create a list of questions that are specific to the individual, role, or functional team. A list of sample questions is on page 2.
 - Be prepared to answer a few questions about yourself! The interviewer will want to know more about you: what brought you to YU? What kinds of experiences have you had thus far? What role do you play in your functional team?
- **What to do After the Interview?**
 - **Send a thank you note:** Thank them for their time. Ask if they can refer you to other individuals to learn more about the team.



Sample Interview Questions

Questions Regarding the Individual and his or her job:

- How would you describe the work that you do here?
- What is a typical day like for you?
- What types of decisions are you responsible for?
- What are biggest challenges you face in your work?
- What is the most fulfilling part of your work for you?
- How much variety is there on a day-to-day basis?
- How did you get this job and what has your career path looked like?
- What is your academic background?
- What particular skills or talents are most essential to be effective in your job?
- What other jobs are you qualified to do with your skills?
- What do you believe have been the keys to your career advancement?
- What professional associations do you belong to?
- If you could change anything about your career path thus far, what would it be and why?
- Who has helped you the most in your career?

Questions Regarding the Larger Field of Work:

- What sorts of changes are occurring in this field?
- What other organizations do you admire in this field?
- What is the most exciting thing going on in this industry to you?
- What do you read to keep up with the latest trends and developments in this industry?
- To which leaders in the field do you pay attention?

Questions that Assess How You Fit In:

- These are my strongest assets (skills, areas of knowledge, personality traits and values): Where would they fit in this field?
- Where might these skills fit in other functional teams?
- Which other jobs or fields would you suggest I research further?

Networking and Building a Relationship:

- How do people find out about jobs in this organization/ field?
- Based on our conversation, are there colleagues of yours that you think I should speak with?
- May I have permission to use your name when I contact them?
- If there is anything I can do to assist you in the future, please don't hesitate to get in touch.