

INFORMATIONAL INTERVIEW GUIDE



Toppel Guide for Informational Interview Questions

An “Informational Interview” is an opportunity to learn more about a specific industry, career opportunity or professional. Career informational interviews are helpful because they can expand your understanding about specific industries, develop your network of people in your field, and help you to understand a work environment that you may not be familiar with.

Before meeting for the informational interview, prepare by doing research on the person (if available) as well as the company / industry they are in. This will help inform the questions you may ask and will show the person you are interviewing that you took the initiative to learn more.

Learn more about informational interviews by clicking [here!](#)

Here at Toppel we have created a list of guided questions to use if this is your first time conducting an informational interview or just want additional questions to ask when meeting with your UShadow mentor.

Did you know about our platform [Cane2Cane?](#) Connect with alumni for opportunities to explore career paths, prepare for the workplace, and establish new connections in their network.

Find your mentor today!



Questions To Ask

Personal:

1. How did you build your career?
2. What experiences specifically influenced how you got where you are today?
3. How has this position influenced your career?
4. What skills did you develop during your undergraduate time that has helped make you successful throughout your career?
5. What transferable skills have you gained through out your career?

Position Specific:

1. What kinds of problem solving do you do within your role?
2. What does a typical day / week look like for you?
3. What skills or traits have helped you be successful in your role?
4. What advice would you give to someone considering this type of industry / job?
5. Where do you see a position like this growing in the next five years?

Industry:

1. Are there similar or related fields that you think align with this industry / position?
2. What trends or issues are currently impacting the industry / field?
3. Are there any common journals, magazines or professional associations that you would recommend that I should consider to learn more from?
4. What are some effective strategies in seeking a position in this field?

Final interview steps:

1. If the interview went well, you may want to ask if there is anyone else they would be willing to recommend that you connect with.
2. Thank them for their time and sharing their experience.
3. Send a thank-you note afterwards either by email or a physical card.
4. Depending on your experience, you may want to reach back out to them in the future and check in with the person.
 - a. You may want to include any actions you've taken since meeting and a general update about academic or possible opportunities you are embarking on.

For more advice on informational interviews, click [here](#).