

Informational Interviews

Each intern is required to conduct two (2) informational interviews at your work site. You may interview your supervisor, an experienced coworker, a customer, or anyone else who is associated with your internship employer *except another intern*. Ask your supervisor to help you identify interviewees and get them to agree.

Benefits of Informational Interviews

1. Receive advice that is specific to you and the industry you are working in.
2. Expand your professional network.
3. Practice interviewing. This can help when you are on the other side, such as in a job interview.

Scheduling the Interview

1. Once you have determined who you want to interview, ask the person for 20-30 minutes of their time, and explain why.
2. Confirm a date and time. You may need to provide a few options.
3. If the interviewee is not your supervisor, make sure you keep your supervisor informed. Make sure the time and date selected are OK with your supervisor.

Preparing for the Interview

1. Do some research on your interviewee's industry and the company/organization. This could help you ask better questions and show that you really are interested in learning more.
2. Develop as many questions as you can think of. Then prioritize them so if you run out of time you will have asked the most important questions first.

Conducting the Interview

1. Take notes! You will need them to complete the informational interview form. You may record the interview if your interviewee agrees. But take notes anyway in case the recording isn't clear.
2. Ask follow-up questions! This is key because you will probably learn more from your follow-ups than from your planned questions.
3. Pay attention to the interviewee's answers so you don't ask something they already answered!
4. Keep track of the time and do not go over the amount of time you requested.
5. Thank the interviewee for their time!

Interview Topics

These topics are *suggested*. Use your best judgment and your curiosity to decide which questions to ask.

1. Job responsibilities: e.g., What do you do day-to-day? What's the best part of your job? The worst?
2. Professional history: e.g., What led you to this career?
3. Opportunities: e.g., What does a typical career ladder look like in this company or industry?
4. Qualifications: e.g., What training, licenses or experience are necessary to get started in this field? What skills and personal qualities are needed to be successful?
5. Work-life balance: e.g., How many hours a week does a typical employee work? What benefits are typically available in this industry (e.g., sick leave, holiday pay, vacation, flexible hours, bonuses, retirement)?
6. Company culture: e.g., What is it like to work for this company?
7. Salary: How much should an entry-level employee expect to make? How much could an experienced employee make?
8. Advice: What advice would you give to someone with an interest in this field?

After the Interview

1. Send a thank-you note!
2. Complete an informational interview form for each interviewee and submit it to the Home Run team by **July 26th**.
3. If you want, you can share your interview report or form with the interviewee.
4. Add the informational interview form to your internship portfolio.