

# THE INGENIOUS INFORMATION INTERVIEW

Talking with someone already in a particular career field can give you a better sense of the challenges and opportunities, specific and hidden demands, and the drawbacks that working in the field may involve. People already in established careers realize that they have a professional responsibility to meet with aspiring newcomers and answer their questions. Confine your questions to gaining information about industry and career opportunities.

## ARRANGING THE INTERVIEW

<ol style="list-style-type: none"><li>1. Call the company and ask the name of the person for the position you are researching i.e. Purchasing Agent, Marketing Manager, Safety Coordinator, IT Manager, etc.</li><li>2. Obtain the correct spelling of the name, job title, phone number, extension and email address of the contact</li><li>3. Prepare a script in point form of what you will say to the person</li><li>4. When you call, explain who you are and the program you are in</li><li>5. Explain why you are calling and that you will require only 15 - 20 minutes for the interview</li></ol>	<ol style="list-style-type: none"><li>6. Schedule the appointment and obtain specific details of where to meet and when</li><li>7. Confirm your appointment the day before</li><li>8. Research the company</li><li>9. Prepare your list of questions and email them ahead of time</li><li>10. Dress appropriately (conservatively and professionally)</li><li>11. In a folder have your list of questions, resume, curriculum, pad of paper, pen</li><li>12. If you are going to tape the interview, ask permission and ensure your equipment is working.</li></ol>
--	---

## General Rules

- Assume most people will be willing to talk with you if you are genuinely enthusiastic and interested in THEM.
- Be sure they understand you are NOT LOOKING FOR A JOB
- Ask for advice on your resume, career plan, and skill requirements
- Prepare adequately
- Research the company
- If you requested 20 minutes, do not overstay your welcome
- Ask for a business card
- After the interview, record contact information, details of dialogue, and company profile
- Write a thank you note
- Maintain contact. Maybe send an updated version of your resume, ask for information and referrals, perhaps they could be a guest speaker in your class

## What Will You Gain?

- career INFORMATION
- job TRENDS
- a sense of CONFIDENCE
- clarified or identified career GOALS
- identification of alternative career PATHS
- strategy to the HIDDEN JOB MARKET
- personal CONTACTS
- identification of industry RESOURCES
- control of your FUTURE
- development of LISTENING SKILLS
- an expanded NETWORK
- clarification of weaknesses or where SKILLS can be developed

# SUGGESTED QUESTIONS FOR YOUR INFORMATION INTERVIEW

- How did you get into this field? Why did you choose it?
- Tell me about specific projects or assignments you have worked on recently.
- What skills and abilities have you found the most useful?
- How did you prepare yourself for this kind of work? What preparation would you suggest for someone who wants to enter the field now?
- What other career areas are related to your work?
- Is there advice you might give someone who is starting in this field?
- What are some of the problems, issues, barriers I may encounter in trying to reach my goals?
- What kinds of skills would you expect in an assistant who has just joined your company?
- How does your role fit into the overall operation of this organization?
- What are anticipated trends for this industry over the next few years?
- What is the best way to search for work in this industry?
- Would you critique my resume and give me suggestions for improvement?
- Could you give me the names of other people in the industry who might be valuable contacts?
- May I use your name when I contact them?
- Is there anything else that you feel I should know about the industry?
- there a peak hiring season?
- What are your hiring procedures?
- If you were to post a position, where would you post it?
- Is it possible to take a tour of the company?
- How long does it usually take to move from one step to another in this career?
- What is the salary range for various levels in this field?
- Tell me about the positive and negative aspects of this career...
- How do you stay current with industry trends?
- What personal attributes do you think are essential to success?
- Where could I get current resource material on this industry?
- Which professional journals or associations are affiliated with this career?
- If you could do it all over again, would you choose the same career? Why?
- Does your company utilize the web for business? If so, for what purposes?
- How has this industry restructured to survive the new workplace demands?