

# INFORMATIONAL INTERVIEWS

For Learners & Job Seekers



## A One Page Guide

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### WHAT IS AN INFORMATIONAL INTERVIEW?

An informational interview is a short, informal conversation with someone whose role, career path, or area of work you want to learn more about. It is not a job interview. The purpose is learning and insight, not asking for a position.

### HOW TO ORGANIZE AN INFORMATIONAL INTERVIEW

Start by identifying someone whose experience you want to learn from. This could be a colleague, a connection, or someone introduced by another person. Make a simple, respectful request that clearly states your purpose and suggests a short conversation (20–30 minutes). Prepare lightly by reviewing their role and thinking about what you want to learn.

### HOW TO CLOSE THE CONVERSATION

Thank the person sincerely for their time and insights. Ask if there is anything they recommend you explore next or anyone else you might speak with. Always follow up with a brief thank-you message.

### WHEN TO CONSIDER AN INFORMATIONAL INTERVIEW

Informational interviews are useful when you want clarity before making a decision. They are helpful when you are curious about a role or department, considering a lateral move or future progression, exploring leadership or specialist roles, preparing to apply for a role, or feeling unsure about your next career step.

### WHAT TO ASK DURING THE CONVERSATION

Ask open-ended questions about their role, career path, and development. For example: What does a typical week look like? How did you get into this role? What skills matter most? What advice would you give someone exploring this path? Prepare 5–7 thoughtful questions rather than trying to cover everything.

### WHY INFORMATIONAL INTERVIEWS MATTER

Informational interviews help you make informed career decisions, reduce uncertainty, build relationships, and discover opportunities you may not have known existed. They remind you that career development is a shared process and not something you need to navigate alone.