Exercise - Tool #2: Planning For Your Informational Interviews

⟹ Carry over the job titles you are most interested in from page 14.

Job titles I am interested in learning more about:

⟹ What would you like to know about each job? Brainstorm a list of potential questions.

Potential questions to ask during an informational interview:

Spend some time finding potential interviewees in these areas. To start with, you might try your campus career center, faculty members, family, friends, and LinkedIn or other social media sites for ideas. Don't forget to ask around your network!

Potential interviewees			
Job title	**Name**	**Email address**	**Phone number**

⟹ Use the following pages to plan and keep track of what you learn from your informational interviews.
  (You can make more copies as needed.)

Informational interview record

Informational interview with:	
Job title:	Date:
Company:	Time:
Email address:	Location and phone number:

Questions to ask:

Notes from interview:

Follow-up steps:

Date the thank you note or email is sent:	
On a scale of 0–10, how interested I am in pursuing a job like this:	
Additional follow up:	