CAREER SERVICES INFORMATIONAL INTERVIEWING GUIDE

Conducting informational interviews is an effective way to speak to professionals in your field to learn narrative information about how they have progressed from point A to point B in their career. It is also one of the methods that you can use to build your professional network.

BEFORE THE INTERVIEW

**Identify individuals within the top ten organizations that you have researched and selected to pursue for your job search. Utilize the following to find individuals to interview:**

- LinkedIn (GW Alumni Association, Public Health, Company Sites on LinkedIn)
- Faculty, Colleagues, Family, Friends
- Previous Supervisors (Practicum, Internships, Full and Part-Time Jobs)

**Request the interview by sending a professional written letter or email**

- Use your professional introduction, including the topic you would like to discuss and time requested
- Provide your contact information for an availability response

**Be sure to be prepared for your informational interview**

- Prepare a list of questions
- Polish up your resume and bring a few copies
- Practice a few standard interview questions including what you know about their organization
- Dress in interview attire
- Arrive 15 minutes early

DURING THE INTERVIEW

You are the interviewer so be sure that you lead the conversation by following these tips

- Restate why you requested the meeting and what you are hoping to learn
- Be efficient with your time and the interviewee’s time and adhere to the amount of time you requested
- Ask for referrals to other professionals and contact them immediately
- Do not ask for a job, however always be prepared to discuss your resume and answer basic interview questions

QUESTIONS TO CONSIDER

- What are some short and long-term goals of the organization in the areas of growth, or services and expansion of facilities?
- What is the philosophy of the organization and what types of training programs are available
- Can you describe a typical day in your position?
- What is a typical career path from entry-level to top management?
- What type of additional training is needed for up and coming changes to the field (or organization)?
- Ask for a resume review and for job search tactics they used during their search.
• Is there anyone else that you would recommend that I meet with to learn more about this field? (last question)

AFTER THE INTERVIEW

Send a thank you note within 24 hours by email or mail a handwritten note including something that you learned from the meeting

Contact referrals provided during the meeting no later than 48 hours after the meeting

Review the information you received

Keep in contact with each professional connection you interview and provide updates on your professional and educational progress.

FOR ADDITIONAL CAREER SERVICES ASSISTANCE CONTACT:

Milken Institute School of Public Health Career Services
950 New Hampshire Avenue, Suite 200
Washington, DC 20052
Request an appointment on gwu.joinhandshake.com