



THE INFORMATIONAL INTERVIEW

Step 1: Identify a profession in your career field of interest

List every single person that you know including family, friends, professors, employers service providers you use like hairdressers and auto mechanics, etc. Then tell each of these people what kind of career you are interested in and ask them if they know anyone working in that field. Out of everyone you come in contact with, someone will know a professional for you to talk to. You can also use 'Cane Connections to identify UM alumni (see the back of this page).

Step 2: Schedule a meeting with the professional(s)

Call the contact person whose name you received. Tell them who referred you first. Then tell them who you are and why you are calling: For example, "I am interested in entering this field and was told you would be a good person to talk to. I would like to learn as much about the field as I can and only need a brief meeting (20-30 minutes)." Ask the contact what day is good. Be flexible and polite.

Step 3: Go to the interview and ask questions

Be on time, dress professionally (you never know when a good impression could help you on down the road), give the person a firm handshake, be pleasant, and be polite.

In your meeting (informational interview), ask for any information you would like to learn about the occupation and suggestions on how to pursue the occupation.

Have questions prepared. You may want to ask:

1. What is a typical workday like?
2. What do you find most satisfying about your job?
3. What are some of the frustrating aspects of your job?

4. What type of training is provided?
5. What personality traits are helpful for this type of work?
6. What are typical salaries in the field?
7. What is the future outlook for people in this field?
8. How did you get your job?
9. Are there internships opportunities in the field?
10. Who else would you recommend I talk to?

Step 4: Send a thank you note and continue contact if interested

Always follow up informational interview with thank you note. The note may be written or typed depending on the industry/organization. Be personal and specific in your thank you.

If you are still interested in the career field, continue contact by following up with a phone call or email periodically (about once every other month) to update him/her on your career exploration and college experience. You may also want to ask this person if you can shadow him/her one day at work.

If you've established a relationship with this person, ask him/her for other contacts in the field. Be sure to keep track of these individuals by taking notes at meetings and keeping their information close at hand.

'CANE CONNECTIONS

This networking community is sponsored by the University of Miami Alumni Association.

'Cane Connections is an excellent way to make connections with alumni and gain valuable contacts in various career fields. To sign up, visit www.miamialumni.net.