



Tips & Tricks

Make the interview a casual process. Most people enjoy talking about their work so just being curious will open doors.

Make it a conversation! Ask the questions you want but don't be afraid to let the conversation deviate from your script. Let the person you're interviewing talk because they might bring up something you never thought of. Note reactions on an objective level, but don't ignore personal feeling; what you naturally respond to is important.

Do more than just one or two informational interviews about a given area of work; gathering a broad information base is essential and will help you avoid snap judgment and impressions based on a single scenario.

Here is a list of great questions:
<http://tinyurl.com/47xx5f>



Final Actions

NEVER ask for a job, interviewees will believe you misled them about your intentions for the interview.

You reflect on Linfield: Everything you do as a Linfield student reflects upon not only yourself, but is also a reflection on your classmates, other alumni, and the Linfield community as a whole. It is important to act with gracious professionalism to continue to add to the amazing reputation that Linfield deserves.

Send a thank you card or letter within 3 days. Let them know they were helpful and thank them for their time. Ask the person to keep you in mind if they come across any other information that may be helpful to you. Include your email address and phone number under your signature.

Always remember to smile and relax! Be confident in your skills and abilities. Practice with someone beforehand. Come to the Career Hub and practice your mock informational interview!

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Informational Interviewing



Are you asking the right questions?

 **Cats to Careers:**
Pursue **YOUR** Path!



Why an Informational Interview?

Above all informational interviewing is the ultimate networking technique, the purpose is not to get a job but to explore career path options and get a feel for the skills a job really requires and how you might best fit into that work setting. You gain confidence in talking with people about the job because you are learning need to know concepts beyond just the basics.

Approaching the Interview:

STOP! Before any outreach- do a self-check on social media (i.e. Facebook, Twitter, Instagram). Do you have the proper privacy settings? Are there any inappropriate pictures or posts you need to delete? Does your social media image reflect the way you want others to see you?

Setup- When sending an email or message over LinkedIn it is important to be specific about what it is you are looking for: are you asking for an informational interview? Asking to tour the worksite? Looking to connect because of a specific job? Give a couple dates that work if you want to meet, and specify if you want to this interaction to be in person, over the phone, etc. This helps your contact understand your intentions and timelines.

Example - "Hello, my name is Joe. I'm a senior at Linfield College and I'm doing some career exploration. I would like to come in to talk to you to learn more about what you do (Specify what parts of their job interest you). I'm going to be in Portland next Tuesday; do you have any time in the afternoon that we could meet? We only need about 20 minutes."

Research - Be informed about the company, so you are able to ask more relevant questions. You'll respond thoughtfully to information and any questions the interviewee might ask you, and you won't ask questions that could easily have been answered by doing your homework.

Dress- Dress in a way that makes you feel confident and that will impress!

Confirm the meeting- It is standard to email the professional a confirmation of your appointment 1 day prior to the meeting. This is a common courtesy and appreciated from professionals.

Arrival - Be on time. The interview starts when you walk through the door. Treat the receptionist with respect and kindness. Your handshake makes an impression. Body language speaks louder than words!

Q&A

Asking Questions- Go with questions! Have 10-15 questions written that you can ask; don't be surprised if you don't get to them all; that's ok! It is important to be prepared, Professionals appreciate when you can carry on a conversation. Remember you are the one asking the questions! Ask open-ended questions such as

- What do you find unique about your career field?
- In what ways is your occupation changing?
- How did you get started in this profession?
- What would you do if...?

Keep the Conversation Going - DON'T jump in and start talking for the interviewee. Let them explain their initial answer. Use words like and? , so? , go on, and then what happened? You never know, you may be able to discover hidden jobs or get referrals to companies that are hiring.

DO:

- Practice interviewing & prepare - questions
- Be positive in questions & responses
- Be straightforward & listen intently
- Be professional & thank the interviewer
- Follow up on time, with everything you say you will do
- Send a personal thank you note!