

AN INFORMATIONAL INTERVIEW IS a conversation to learn about the real-life experience of someone working in a job, industry or company of interest by asking questions about their career path and current position. The interview could be done in person, by email or over the phone.

QUICK TIPS

- Don't be afraid to ask and be clear about your intention
- Dress business professional and bring your resume
- Proofread and edit your messages before sending
- Research the person and company prior to the interview

(1) BE INTENTIONAL & CREATE A LIST: Family, friends and UH alumni are great people to start with; find alumni contacts through LinkedIn. *Write down a list of people to interview; think about companies, jobs and industries that interest you.*

(2) CONTACT PEOPLE ON YOUR LIST: Introduce yourself, share how you found their information and that you are interested in learning about their career; attach your resume to the message. *Ask for a time to meet over the phone or in person within the next 2-3 weeks and share your availability. Write a message below to the contacts on your list.*

(3) PREPARE FOR THE INTERVIEW: Plan 6-8 open ended and thoughtful questions to ask. These should be things you genuinely want to know! *Write down questions to ask during the interview (see next page for sample questions).*

(4) CONDUCT THE INTERVIEW: Bring your list of questions and be prepared to lead the interview and take notes, if desired. Respect the person's time by arriving early and/or calling on time. Gain different perspectives and deepen your network by asking for names of other people to meet.

(5) FOLLOW UP & REFLECT: Send a thank-you note within 1-2 days and express your appreciation for the time and information given. *Write down what you learned, what you want to know more about and your next steps.*

TIP: FIND UNIVERSITY OF HOUSTON ALUMNI THROUGH LINKEDIN! Log into LinkedIn and type University of Houston from the search bar and click "see alumni." You can filter results by where they live and work, what they do and what they studied.