

INFORMATIONAL INTERVIEWING

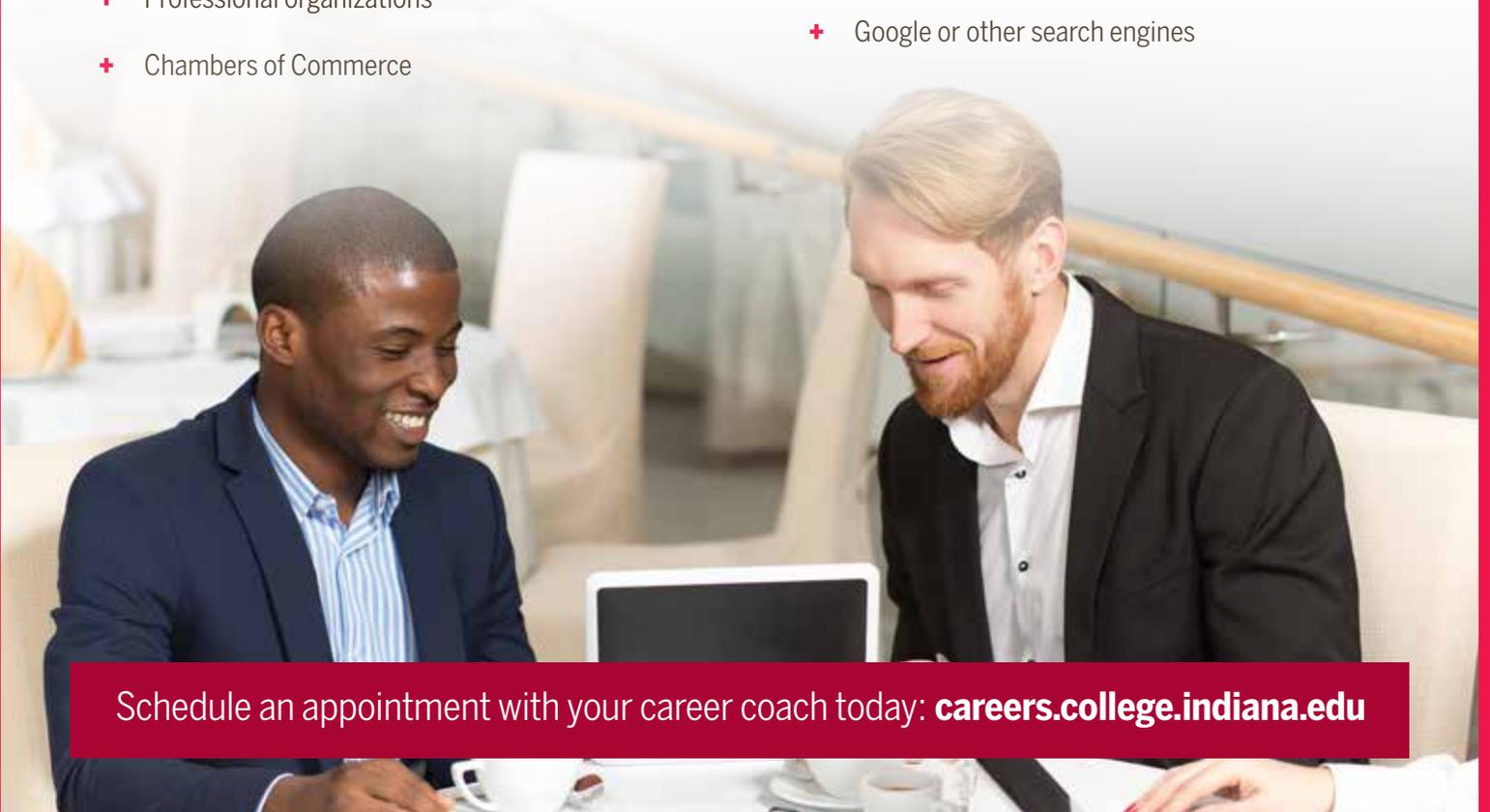
INFORMATIONAL INTERVIEWING IS THE BEST WAY TO BUILD YOUR NETWORK AND FIND OPPORTUNITIES

An informational interview is a 20- to 30-minute conversation between you and a professional in a career field of interest. Use these resources to find professionals to contact:

- + IU Alumni Association
- + LinkedIn
- + Campus organizations
- + Professional organizations
- + Chambers of Commerce

Joining a professional association is a great step towards developing a large network of potential colleagues. Here are some resources that can help you learn about associations related to your career goals:

- + Career Communities (careers.college.indiana.edu)
- + Associations Unlimited (IU Libraries)
- + Google or other search engines



Schedule an appointment with your career coach today: careers.college.indiana.edu



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When you find someone to contact, send an email similar to this example to ask for some of their time. During the meeting or phone call, you can ask questions about their background and what led them to their current position. You can also ask about the culture of their organization and any advice they have for entering the field. It is not acceptable to simply ask them for a job; this conversation is about gathering advice and information.

EXAMPLE EMAIL



DON'T FORGET to stay in contact with new connections after completing informational interviews. Many students keep a Microsoft Excel file of their connections to help them keep track of new contacts (see below). You should also track the date of your last contact with each person. You could also use LinkedIn to manage your connections. You should also periodically connect with important members of your established network - such as former supervisors or professors. You never know when you might want to ask them for a letter of recommendation or reference!

SAMPLE SPREADSHEET

| Name & Contact Information | Connection | Notable Point |
|--|-------------------------------|---|
| Justin Lloyd IU Health 812.000.0000 jlloyd@iuhealth.org | Met at Networking Night event | Hires interns and entry-level staff members for IU Health |
| Annie Smith St. Vincent Hospital 317.000.0000 annie.smith@stvincent.org | Met in yoga class | Knows the hiring manager for St. Vincent and has experience in mental health organizations; agreed to an informational meeting with me. |

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