

# University of California, Santa Cruz

## Informational Interview – Interviewee’s Guide

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### OVERVIEW

The purpose of an informational interview is primarily for individuals to meet with professionals from UCSC to gain a better understanding of an occupation, learn about a specific field and working in higher education. Informational interviews are generally a career planning tool, not a job search tool - the objective is to provide interested individuals the opportunity to speak with professionals within the field to help them get a clearer picture of how to prepare and work toward a particular career goal.

### WORDS OF ADVICE FOR INFORMATIONAL INTERVIEWS

#### HOW DO I PREPARE FOR AN INTERVIEW?

Prepare questions to inquire about:

- Professions and positions available at the University, beneficial aspects of professions and positions, as well as, challenges
- Work setting, knowledge and skill requirements, organizational culture, and current trends in fields of interest
- Best practices for career preparation, and how to best communicate skills, knowledge, and abilities on your resume
- Value of professional networking

Dress professionally and bring your resume and/or business card (if available)

#### WHAT SHOULD I DO AFTER THE INTERVIEW?

- Send a thank-you note to express your appreciation for the interviewer’s time and interest
- Document information gained during the interview
- Evaluate your experience and information you learned and consider
  - Were all your questions answered? What aspects or areas would you like explore more?
  - Should you interview additional people in order to have a more well-rounded perspective?

#### ADDITIONAL RESOURCES

- Sample Informational Interview Questions: [see attached]