

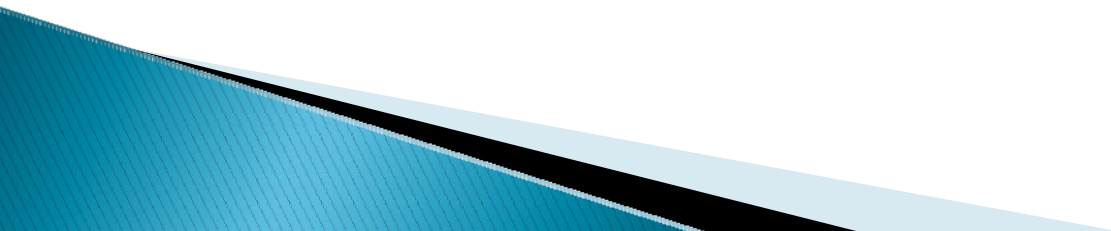
INFORMATIONAL INTERVIEWING




So, you think you know what career you would like to pursue, but you need more information about that career.

One of the best sources for gathering information about what's happening in an occupation is to talk to people working in the field.

RESEARCH INTERVIEWING

- ▶ A research interview is initiated by you
 - ▶ You ask the questions
 - ▶ The purpose is to obtain information, not to get a job
- 

REASONS TO CONDUCT A RESEARCH INTERVIEW

- ▶ To explore careers and clarify your career goal
 - ▶ To discover employment opportunities that are not advertised
 - ▶ To expand your professional network
 - ▶ To build confidence for your job interviews
 - ▶ To access the most up-to-date career information
 - ▶ To identify your professional strengths and weaknesses
- 

STEPS TO FOLLOW

1. Identify the occupation you wish to learn about

Assess own interests, abilities, values, and skills

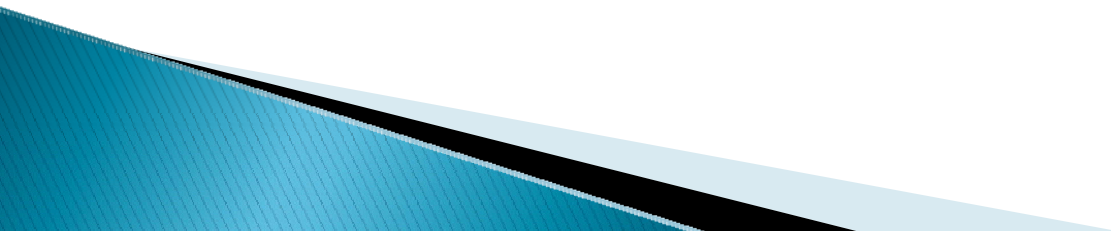
Evaluate labor conditions and trends to identify the best fields to research

2. Prepare for the Interview

Read all you can about the field prior to the interview

Decide what information you would like to obtain about the occupation

Prepare a list of questions that you would like to have answered




3. Identify people to interview

Start with lists of people you already know (friends, relatives, fellow students, present or former co-workers, neighbors, etc.)

Professional organizations, the yellow pages, organizational directories, and public speakers

Call an organization and ask for the name of the person by job title



4. Arrange for the interview

Contact the person to set up an interview:

- ✓ by telephone
- ✓ by a letter followed by a telephone call, or
- ✓ by having someone who knows the person make the appointment for you.

5. Conduct the interview

Dress appropriately

Arrive on time

Be polite and professional

Refer to your list of prepared questions

Stay on track

Before leaving, ask you contact to suggest others who might be helpful

Ask permission to use their name when contacting others

6. Follow Up

Immediately following the interview:


- ✓ Record the information gathered
- ✓ Send a thank-you note within a week of the interview

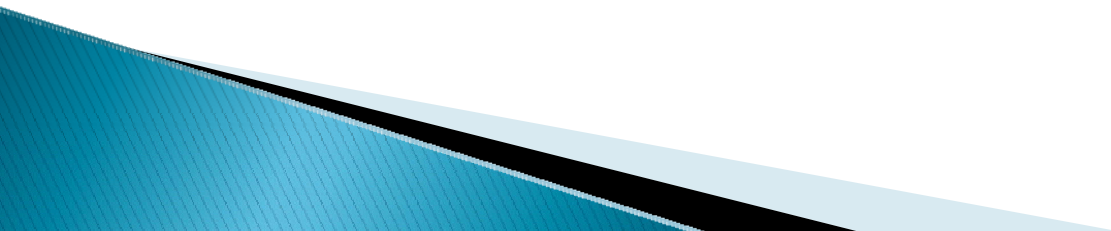
REMEMBER!

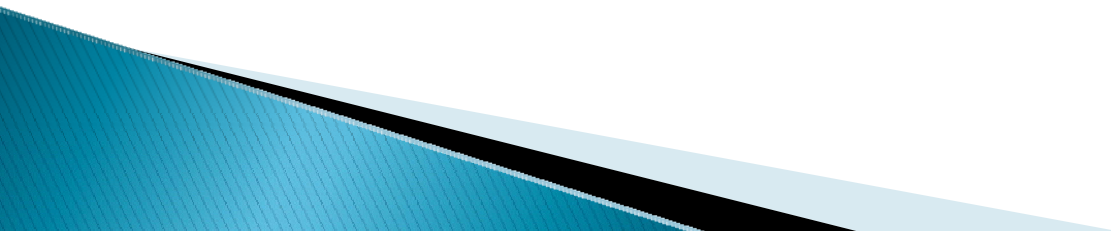
Always analysis the information you gathered

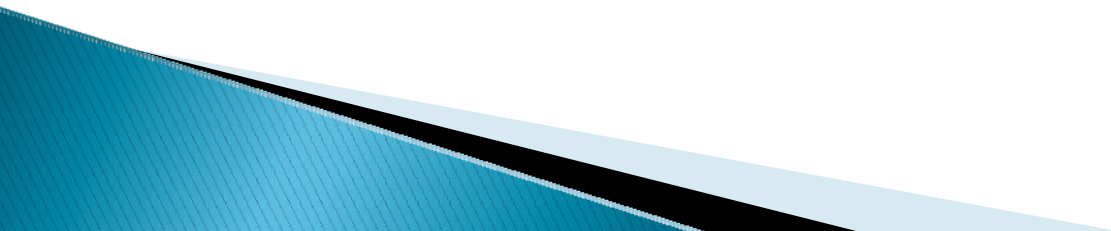
Adjust your job search, resume and career objective if necessary

20 QUESTIONS TO CONSIDER

1. On a typical day in this position, what do you do?
 2. What training or education is required for this type of work?
 3. What personal qualities or abilities are important to being successful in this job?
 4. What part of this job do you find most satisfying? Most challenging?
 5. How did you get your job?
- 

6. What opportunities for advancement are there in this field.
 7. What entry level jobs are best for learning as much as possible?
 8. What are the salary ranges for various levels in this field?
 9. How do you see jobs in this field changing in the future?
 10. Is there a demand for people in this occupation?
- 

11. What special advice would you give a person entering this field?
 12. What types of training do companies offer persons entering this field?
 13. What are the basic prerequisites for jobs in this field?
 14. Which professional journals and organizations would help me learn more about this field?
 15. What do you think of the experience I've had so far in terms of entering this field?
- 

16. From your perspective, what are the problems you see working in this field?
 17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
 18. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
- 

19. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
 20. Who do you know that I should talk to next? When I call him/her, may I use your name?
- 