



## **Informational Interviewing**

**85% of all jobs are never advertised. 85%!!** Most of these are good jobs with the benefits you seek. A networking technique called Informational Interviewing is a success that job hunters have used to find these unadvertised jobs. 63% of all new jobs were found through these conversations. It is a valuable technique to learn and implement.

Find someone who does the job you are considering. Then ask for an interview to discuss how that person views his/her occupation.

At the interview, ask questions such as the following:

- How long have you worked in this job?
- How long have you worked for the organization?
- What are your major responsibilities?
- What do you perceive to be the major rewards of this job?
- What do you like most about this job?
- What are the major frustrations in this job?
- What are the most frequently recurring problems?
- Is your job better or worse now than it was a few years ago? Why?
- What advice would you give a person coming into a job like yours?
- What are the education and experience requirements for this job?
- Who is your immediate supervisor? What is his/her title? Who is his/her immediate supervisor? What is the supervisor's title?
- Do you know anyone else whom it would be helpful for me to interview?

It is recommended that you keep a card file during your job search, with a separate card for each person you interviewed.

Include:

- Name of the person interviewed
- Job title, Name of the organization
- Address
- Telephone number
- Email address/Company website
- Questions/Notes