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## INFORMATIONAL INTERVIEWING

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**80-85% of all jobs are never advertised.** A networking technique called Informational Interviewing is a great way to find these unadvertised opportunities. It is a valuable technique to learn and implement.

- ✓ **Find someone who does the job you are considering. Ask for a meeting to discuss the work they do.**
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Be prepared! When you talk to the person, your questions might include:

- How long have you worked in this job?
- How long have you worked for this company/organization?
- What are your major responsibilities?
- What do you think are the major rewards of this work?
- 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 their title? Who is their immediate supervisor? What is the supervisor's title?
- Do you know anyone else whom it would be helpful for me to interview?

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It is recommended that you keep records during your job search, with a separate entry for each person you interview. You can then follow up with new contacts and reach out to thank the person for their time. Record the following:

- Name of the person interviewed
- Job title, Name of the organization
- Address
- Telephone number
- Email address/Company website
- Questions/Notes
- Your plan for follow up/next steps