



INFORMATIONAL MEETINGS

80-85% of all jobs are never advertised.

A networking technique called Informational Meetings (or Informational Interviewing) is a great way to find these unadvertised opportunities.

Find someone who does the job you are considering.

Ask for a meeting to discuss the work they do.

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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Keep records during your job search, with a separate note 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 & their job title
- Phone number and email address
- Name of the organization
- Company website
- Questions/Notes
- Your plan for follow up/next steps