

INFORMATIONAL INTERVIEWS



WHAT IS AN INFORMATIONAL INTERVIEW?

A conversation with a BYUId alumni or professional working in a field, industry, or position you want to know more about. It can be done in-person, a video call, or phone depending on what works best for the person.



WHY CONDUCT INFORMATIONAL INTERVIEWS?

- ▶ GAIN KNOWLEDGE
- ▶ BUILD A NETWORK
- ▶ IMPROVE JOB INTERVIEW SKILLS
- ▶ LEAD TO JOB PROSPECTS

TAKE A LOOK AT THE METHOD ACTIVITIES



REVIEW ACTIVITY 1

- ▶ Create an Employer list
- ▶ Use LinkedIn to learn if BYUId alumni work there
- ▶ Start connecting with alumni or professionals on LinkedIn



REVIEW ACTIVITY 2

- ▶ Ask connections for an informational interview
- ▶ Prepare for the informational interview
- ▶ Conduct the informational interview
- ▶ Follow-up after the informational interview



REVIEW ACTIVITY 3

- ▶ Work on optimizing your LinkedIn Profile so it appeals to potential employers
- ▶ Keep track of all informational interviews and what was discussed for future reference

ASKING QUESTIONS

Are you uncertain about what questions to ask during an informational interview? Flip over to the back of this page for a list of insightful questions.

Visit the BYUId
Career Center
Method Activities

www.byui.edu/career/students/job-market-readiness



Or schedule an
appointment
with us

byui.joinhandshake.com/stu/appointments



FOR MORE INFORMATION:

200 Manwaring Center

www.byui.edu/career

@byui_careercenter on Instagram

BYU-Idaho Career Center on LinkedIn

INFORMATIONAL INTERVIEW QUESTIONS



Use these questions as a guide to have meaningful conversations, learn from professionals, and explore potential career paths.

1. Why did you decide to work in this industry?
2. Can you tell me what led to you obtaining your current position?
3. What steps should someone take to prepare for a role like yours?
4. What accomplishments do you feel set you apart in this industry?
5. What new skills have you developed as a professional since taking this role?
6. Was your undergraduate major relevant to your current position?
7. Which certifications are required or can help set you apart in this role?
8. What is it like to work for (or run) your company?
9. What kinds of decisions do you make in your role?
10. Can you describe your company culture?
11. What is your favorite thing about your job?
12. What is your least favorite thing about your job?
13. What skills do I need to develop now to be ready for an internship or position at your company?
14. Are there any important projects you are currently working on?
15. Do you have a mentor? If so, how have they helped you in your career?
16. How many hours do you typically work during the day? Week?
17. What surprised you the most about your position and industry?
18. Are you able to establish a work/life balance in your field?
19. Can you tell me about the most difficult or frequent challenges you face in this role?
20. If you weren't in this position, what others would you be interested to pursue?
21. Can you tell me what a typical day in your job looks like?
22. What is the entry-level salary for someone going into this field?
23. I've done some research on entry-level salaries in this industry. Are these figures accurate?
24. Where do you think you will be in five years? 10 years?
25. What trends do you see for this industry in the next three - five years?
26. What skills or talents are most essential in this career?
27. What advice do you wish someone would have given you before entering this career?
28. How do people typically find out about jobs in your line of work?
29. Are there any other questions I should be asking you?
30. Could you refer me to anyone else who could share knowledge about this job/industry?
31. Can we stay in touch?

PRACTICE

As you practice and refine your approach you will discover which questions give you the best information for your career.

NOW GO TRY IT FOR YOURSELF!

Questions come from Indeed.com