**Week 8: Informational Interview Form**

Once you have selected the person in your target career area you are going to interview, strategically compose the interview questions and arrange a date and time to conduct your informational interview. There is a limited amount of time that you are with this person, so use your time wisely to gain as much career insight as possible.

Remember, the individual that you are meeting with could potentially be part of your professional network, if they aren’t already. This could lead to future employment opportunities for you or establishing a mentoring relationship.

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| **Interviewee Information** | | |
| Name of Interviewee and Job Title:  Interviewee’s Phone Number and/or Email Address:  Name of Company and Location: | | |
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| **10 Interview Questions You Asked** | **10 Responses from Interviewee** | |
| Question #1: | Response: | |
| Question #2: | Response: | |
| Question #3: | Response: | |
| Question #4: | Response: | |
| Question #5: | Response: | |

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| Question #6: | Response: |
| Question #7: | Response: |
| Question #8: | Response: |
| Question #9: | Response: |
| Question #10: | Response: |
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| **Reflection** | |
| Summarize your takeaways from the informational interview. Explain what you have learned about the company, the interviewee’s career path, your potential career path, the company culture, skills that you may need but still need to develop, etc. Take this time to truly reflect on the conversation and share your newly gained insights.  Minimum of two complete paragraphs. Check your spelling, grammar, and punctuation. | |