

An information interview is the gathering of data on which to make a decision and it's also an excellent way to network with future employers, so even though **this isn't a job interview, treat it like it is.**

Never present yourself as "looking for a job" and do not bring your resume. If the employer happens to need someone with your skills right now and asks you for your resume, return on another day after having updated your resume with the important pieces from this conversation.

By speaking directly to the employer, you can present your best self and hopefully get the "inside scoop" on current and future opportunities.

Information Interview Script

Arranging the interview by phone or in person:

Good morning / afternoon! My name is _____ and I am in the process of exploring my options to make a career decision. One of the fields I am very interested in is _____ and I would like to speak to someone who can give me more insight on this field by answering a few questions. The conversation will only take about 10-15 minutes. Could you direct me to the best person within your company I could speak to?"

If the person can meet with you, schedule an appointment and arrive on time! An in person informational interview not only allows you to make a good face-to-face impression for future networking, but seeing the work space and demeanor of the other employees can help you decide which companies / work environments are the best fit for you.

Remember to write down the full name and title of the person you meet with!

When closing the interview:

"You have been very helpful, Mr./Mrs. _____. I appreciate the information you have given me. Thank-you very much!" Remember to send a Thank You card within 24 hours.



Sample Questions

About the Company:

- What do you like most about this company?
- How does your company differ from its competitors?
- Why do customers choose this company?
- What are the opportunities for growth in this area?
- Tell me more about the work environment: hours/company culture, etc

About this Career:

- How does a person progress in your field? What skills are required for success?
- Tell me about your path to the position you're currently in
- From your perspective, what are the problems you see working in this field?
- What types of challenges do you encounter?
- Can you describe what a day typically looks like in the position?
- What advice do you have for someone like me, who has a certificate/diploma/degree/post degree certificate/advanced diploma in ____ and <amount of experience in the field>?
- Can you suggest someone else I should talk to about the industry?

Your Questions:

1.

2.

3.

4.

5.

6.

7.

8.

→ **Book an appointment to meet with an employment advisor to learn more!**

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