INFORMATIONAL INTERVIEWING TOOL

Purpose: to gain advice, ideas and information on

- Industries
- Companies
- Jobs

PROCESS:

1. Request a meeting or phone call with a candidate
2. Introduce yourself: who you are, what are you looking for from this meeting?
3. Prepare questions (see below)
4. Take notes
5. Thank your contact; ask if they have anyone else they can introduce you to
6. Send thank you note

SAMPLE QUESTIONS

1. How did you get started in this industry?
2. What do you like the most/least about the industry?
3. What are the ideal education, skills and experience required for success?
4. What impresses you the most when meeting with recent college graduates?
5. Do you know of anyone else I can ask for advice?