

Preparing for an informational interview in 5 easy steps

Courtesy of your Career Pathways Team
Submit your completed [preparation worksheet](#) to:
bstanley@isd622.org or dfunk@isd622.org

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1. RESEARCH THE CAREER

- Use internet searches to learn about your career of interest.

Helpful sites may include:

- [Career One Stop](#)
 - Your [YouScience](#) account (click on the careers, then use the search bar to find your career)
 - User: ***your student email address***
 - Password: ***PolarsDDMM (DDMM= day and month of birth)***
 - [Construction Careers](#) (careers in the skilled trades, not just construction)
 - [Explore Health Careers](#)
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- Add your notes to the [worksheet](#)

2. CREATE A SHORT INTRODUCTION

SAMPLE:

Thank you for taking the time to meet with me today. My name is Arnie Palmer and I am a senior here at Tartan. I am interested in learning more about careers in healthcare because I really like helping people and I'm good at science. My Mom is a nurse, so I know about that career from her.

Draft your introduction on the worksheet

3. GENERATE 3-5 QUESTIONS TO ASK

Choose a few questions and copy/paste them onto the worksheet, or feel free to write your own (never ask how much money they earn)

1. Can you describe a day in the life of your job? What are your main tasks?
2. Why did you choose the career you chose or how did you end up working in your field?
3. What did you study in college (if interviewee went to college)?
4. What do you enjoy most about your job?
5. What are your typical work hours?
6. What types of problems do you deal with or solve on a daily basis?
7. What are common entry level jobs for your position?
8. What advice would you give someone pursuing a position in this field or industry?
9. Write your own questions.

4. SEND A THANK YOU NOTE VIA EMAIL

****NOTE**** Send your email within the same day as the informational interview

SAMPLE:

Dear XXX,

Thank you for taking the time to meet with me today. I really learned a lot. Through our discussion, I learned that I can train for this career at a 2-year college first and then transfer to a 4-year after that. I think I will look at the healthcare pathways programs at St. Paul College to learn more.

Thanks again for your time. I really learned a lot!

Arnie Palmer

arnie.palmer@gmail.com

5. REFLECT

What parts of this career are a good fit for you?

Add your thoughts to the [worksheet](#)

What parts of this career are not a fit or are you concerned about?

Add your thoughts to the [worksheet](#)

VIDEO RESOURCES

[Video #1 \(3:07 min\)](#)

[Video #2 \(4:01 min\)](#)

[Video #3 \(3:18 min\)](#)

[Video #4 \(2:07 min\)](#)