GOAL: LEARN ABOUT THE INDUSTRY AND CAREER PATHS

The purpose of this interview is to gain valuable insight into industry opportunities, industry trends, and general career advice from a “subject matter expert”. An informational interview may also allow students to learn about their consultant’s background, professional roles, and experience in the sector.

HOW TO PREPARE:
1.) When you are matched with a USG Connects consultant for an informational interview, establish the date, time, and physical location or virtual meeting technology to be used.
2.) Block your calendar! Be sure you know how to get to the consultant’s location or test the agreed-upon technology to prevent any challenges or delays.
3.) Take time to prepare questions to ask of the industry professional. Write your own questions or chose some from this list:
   - What are your main responsibilities as a...?
   - What is a typical day (or week) like for you?
   - What do you like most about your work?
   - What do you like least about your work?
   - What kinds of problems do you deal with?
   - What kinds of decisions do you make?
   - How does your position fit within the organization/career field/industry?
   - How does your job affect your general lifestyle?
   - What current issues and trends in the field should I know about/be aware of?
   - What are some common career paths in this field?
   - What kinds of accomplishments tend to be valued and rewarded in this field?
   - What related fields would you recommend I also look into?
   - How did you become interested in this field?
   - How do most people get into this field? What are common entry-level jobs?
   - What steps would you recommend I take to prepare to enter this field?
   - How relevant is your undergraduate major to your work?
   - What kind of education, training, or background does your job require?
   - What skills, abilities, and personal attributes are essential to success in your job/this field?
   - Can you recommend professional associations which would be helpful for my career development?
   - If you could do it all over again, would you choose the same path for yourself?
   - I’ve read that the entry-level salary range for this field is usually in the range of _____? Does this fit with what you’ve seen? (Don’t ask about the person’s actual salary.)
   - What advice would you give someone who is considering this type of job (or field)?
   - Can you suggest anyone else I could contact for additional information?
4.) Please treat this as an actual interview, and dress professionally. While a suit is not required, professional dress is still vital for virtual consultations. For helpful tips, please click the link here: “How to Dress For an Interview”.
5.) You should take notes throughout the informational interview.
6.) Be sure to thank the consultant for their time and assistance at the end of the informational interview.