



USG CONNECTS

Informational Interviewing

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.