

# Informational Interview Checklist

## Professional 1

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.

# Informational Interview Checklist

## Professional 2

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.

# Informational Interview Checklist

## Professional 3

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.

# Informational Interview Checklist

## Professional 4

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.

# Informational Interview Checklist

## Professional 5

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.

# Informational Interview Checklist

## Professional 6

Name:

Job Title:

Institution:

Why I want to speak with them:

### Setting up the interview

- Set up a mutually agreeable time, day, and mode of communication, such as Zoom or phone call
- Look at their LinkedIn page, personal webpage, CV/resume, and other resources you have access to learn about their career
- Research their employer to better understand their current position and the employer's mission/product/etc.
- Prepare multiple questions based on your research

Questions I want to ask:

- 1.
- 2.
- 3.
- 4.

### During the interview

- Thank them for their time!
- Ask if there is anyone else you should speak with

### Follow-up after the interview

- Send a thank you note the same day. Consider including an element of the discussion you really enjoyed.