



Informational Interview Question Guide

Pre-Interview Questions

Make a Plan

Before your interview, make a plan.

- What is the most important thing you want to learn?
- What questions will you ask? Plan for about five questions.

Research

Learn about your interviewee on LinkedIn or other websites to personalize the questions you ask.

- What is their current role and title?
- What was their educational path?
- What is their company's history and current work?

Prepare Questions

As you prepare for the interview, determine and write down what questions you want to ask. A few categories to think about include their professional experience, daily life, and advice they could provide.

Interview Questions

Professional Experience

Ask questions about their experience by discovering what paths they took and challenges they faced along the way.

Sample questions: Can you tell me a little bit about your career path? What led you to the role you are in today?

Daily Life

Ask questions about their daily work life and administrative roles. As they talk, imagine yourself in their shoes to discover what parts of their job you would like or dislike.

Sample question: What does an average workday look like for you?

Advice

Take advantage of this time to ask questions about how their knowledge could apply specifically to you and your circumstances.

Sample questions: Which skills are the most important to acquire? Are there any questions I am not asking that I should be?

Network

As you end your interview, build a connection to further your relationship.

- Do you have any recommendations for other people I should talk to or other resources I should explore?
- Would it be okay for us to stay in touch?



Tip: Follow up by writing a thank you letter.

