

INFORMATIONAL INTERVIEW QUESTIONS

Informational interviews are one of the most effective networking strategies. By talking to people who do work that you're curious about, you can:

- Learn more about the local labour market
- Get information specific to your career goals
- Build your network
- Open the door to opportunities like internships, volunteer roles, part-time work, contracts or paid work experience

SAMPLE QUESTIONS

- What are some projects you work on?
- What skills can help you excel in this field?
- What would entry-level work in this field look like? How do you advance? What does the typical career path look like?
- How would the experience from this kind of job transfer to other related roles?
- What is the work culture like in your industry?
- What kinds of people are you in contact with regularly?
- Who else should I talk to?
- What resources (like websites, industry associations or organizations) should I investigate?
- What is the most effective way to stay connected to current events and news particular to your industry?
- Given my background and experience, can you think of job titles that might be a good fit?
- What gaps/obstacles are there in my background that I need to be aware of?
- How would you recommend I fill these gaps?
- Are there any professional associations I should consider joining?
- Can you give me feedback on my resume?

- In your opinion, who is the most influential businessperson in PEI?
- What makes them influential?
- When you were starting your career, what did you do to build your network?
- If you had to start your career over, what would you do?

CLARIFY

If your Connector has said something that you don't understand, ask one of the following clarifying questions:

- What do you mean?
- What does it feel like?
- Can you say more?
- Help me understand...

ELABORATE

If you want to learn more about something your Connector says, you can encourage them to elaborate with the following questions;

- Can you tell me more?
- What else?
- What other ideas/thoughts do you have about it?
- Tell me more about that...
- I'm curious about...
- Could you describe further...

LISTEN

Active listening helps you truly understand what people are saying in conversations and meetings (and not just what you want to hear, or think you hear). During informational interviews, it will help you build rapport with your Connector.

Active listening redirects your focus from what is going on inside of your head to the Connector. By placing your focus, through active listening, squarely upon the Connector, you demonstrate your interest and appreciation.

THANK

Remember to thank the Connector for their time. After the meeting, send an email summarizing your key learning. Your Connector will appreciate your feedback and be more likely to introduce you to other professionals.