Informational Interviewing is: The process of identifying and interviewing personal and professional contacts with the goal of gathering career information (rather than to obtain an actual offer). Like networking, informational interviewing is based on the premise that people are a tremendous source of information and they like to share.

WHY?
- Talking to people who currently work in a field of interest is an excellent way to learn more about the field.
- Opportunity to speak with a professional in order to gain further information about related careers and the best ways to enter your field of choice.
- Learn about what it is like to do a particular type of work in a certain organization.
- Gather information about what internship and career opportunities are available.
- Develop contacts in key positions with people who hire or make recommendations on hiring.
- Find out about jobs and career paths that you did not know existed.
- Opportunity to promote your skills, attributes and abilities in a less threatening but important professional environment.

WHO?
Ask friends, professors, family members, and past employers for leads concerning individuals that may provide valuable information relating to your interests.

Friends, GAMP mentors, relatives, co-workers, parents, members of professional associations, employers who post jobs on ZagTrax.net, and contacts mentioned in newspapers or on-line that do work that sounds interesting.

HOW?
Send a formal written email request to the person with whom you want to speak.

Tell the contact that you:
- Are in the research process and trying to make some decisions about your career and you want to learn more.
- Want to learn how someone with your background and skills might enter and succeed in that field.
- Are not yet in the job search mode, but rather the research mode. Be clear that you are seeking career information, not job offers.
- Would like feedback on your resume and ask if that is okay during the meeting.
- Would like to meet with them and that you will call in a few days to see if an appointment is possible.
- Would like to meet in his/her workplace as you can learn more by being there if they are open to that option.

PREPARING FOR AN INFORMATIONAL INTERVIEW
Conduct research on the company and field that interests you. The information you obtain will be the basis for the questions you ask during the interview. Your contact will be able to supplement and support your research with real world perspective.

FIVE SUGGESTED TIPS TO FOLLOW

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<th>1. Develop contact list of people to informational interview</th>
<th>2. Organize information and prepare for meeting</th>
<th>3. Follow up on suggestions given and thank contact</th>
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<td>4. Initiate contact and research company and field</td>
<td>5. Meet with contact to conduct the informational interview</td>
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TIPS