

Conducting an Informational Interview through LinkedIn

One way to network on LinkedIn is to request informational interviews. An **informational interview** entails talking to someone who is employed within a field or studying in a graduate program that interests you to help you decide whether you want to pursue certain opportunities or career areas. You may ask your interviewee about:

- Their career trajectory (i.e., how did they end up in the field?)
- What it's like working for a specific organization/sector (i.e., Would you like to work in a similar organization?)
- Advice on breaking into career interest areas or applying/interviewing in their field
- Including them in your network and if they know others with whom you should network

Directions:

1. Once you've created your LinkedIn profile and have at least 20 connections, find someone in your RCC [alumni network](#) or someone affiliated with an organization that interests you (type in the name of the organization in the search bar at the top of the page, follow it, and access the "People" section). Connect with them, and select "Add a note" to politely request an informational interview. If they agree, interview them (be sure to thank them afterwards).

2. Write a one-page summary that includes:

- *The name of the person whom you interviewed, their field/job, and where they work*
- *Your rationale for choosing to network with this person*
- *What questions you asked them and what information you discovered*
- *What insights or takeaways you gained and how they'll inform your career decisions*

Sample informational interview questions:

- How'd you get into this career field? What was your path?
- What are your main job responsibilities?
- What do you do in your role on a typical day/week?
- What do you find most/least satisfying about your job?
- How's your organization structured?
- What's the company culture like? What does it value?
- Do people in your role work independently or in teams?
- Does your job require any traveling? Is it based in an office?
- Are any jobs or internships available in your organization?

