

Do's and Don'ts

Here are some Dos and Don'ts for informational Interviews between you and someone who is working in a career field you are interested in.

Do This

1. If you are meeting them outside of their business, suggest a coffee shop and buy them a cup of coffee. They will be appreciative.
2. Have your questions about the career field ready to ask. It is hard to think of the right questions on the spot.
3. Be positive. A good positive outlook Helps you to be remembered in a good light.
4. Be polite, the person you are talking to is freely giving their time. Be sure to thank them for their time and information.
5. If you have questions based on what the professional says go ahead and ask them.
6. Always be on time!
7. Dress professionally. You do not have to necessarily wear a coat and tie for a fact-finding mission, your clothes should be in good repair and look cared for.
8. Be sure to go over the company's website before the meeting.
9. Carry a copy of your resume in a portfolio, and only give it to them if they have requested it first.

Do Not

1. Do not ask questions that you can find out from their company website.
2. Never ask the person giving you an informal discussion for a job or initiate an action to provide them with a resume. They often are not the hiring people and in many cases are not allowed to accept a resume.
3. Do not dress or act unprofessionally. If these are local professionals in your aspiring career-field, you want them to remember you in the best of good lights.
4. It is usually best not to discuss religion or politics during the discussion.
5. Never tell them you want to work at a company like theirs because they are so close to where you live.