

Information Interview

Getting and Conducting the Interview

First, figure out with whom you want to meet. I'm pretty flexible about who you choose, but ideally it should be somebody doing something now that you can see yourself doing some time in the future. It won't be that useful for an accounting major to meet, for instance, with a research biologist. I suggest starting with your own personal network of friends and family to get a referral. Don't do an information interview with your uncle or your current boss, but ask your either for a referral. You can also see if you can find someone through the [Husky Career Network](#).

I'd also prefer that you have a face-to-face interview rather than a telephone interview, but a telephone interview rather than no interview at all. Telephone interviews will not get the full extra points.

Second, when you contact the person you select, establish your credibility by identifying yourself as a junior (or whatever) in UW's Foster School of Business. Tell this contact how you got his or her name, and that you want to talk to people with established careers in accounting (or whatever)--to get a better understanding about what the career possibilities are in the field and to ask his or her advice about how to shape your education and training before enter the job market. Ask for about a half hour of his or her time at his or her convenience. If she can't do it, ask if she can suggest someone who would be willing to do it.

Third, go into the interview with clear objectives and have a strategy. Be prepared with open-ended questions that will stimulate your interviewees' thinking. Get them to talk about their own experience and insights. Ask them for advice about specific issues that concern you. Be adaptable and go with the flow in the interview. Don't go on and on about yourself. This is not about you, so only talk about yourself in response to questions your interviewees ask you.

Fourth, at the end ask for a referral for another information interview. When you get home, take notes about what you learned, and write a thank you note.