

## Informational Interview Assignment

Informational interviewing is a terrific way to explore alternative careers – what does your dream job or ideal organization look like – and how do you get your foot in the door? It's also a great way to assess opportunities in a given field, build informal networks, and connect with a potential future employer. You'll get to pick her/his brain about the organization's culture, recruiting process, open positions, and what they look for in potential candidates, all without the pressure of trying to ace a job interview.

As part of the HWW summer workshop, all students are required to book an informational interview with one professional and meet them for a one-on-one, 20-30 minute interview while in Chicago.

Here are some tips to help guide your search and ace the interview.

- Draw on resources like LinkedIn, Google, former and current colleagues, friends, or the alumni association of your school to research potential companies and the individual you're meeting.
- Check out the list of organizations we have partnered with.
- For cold calls, be prepared with a 20-30 second speech about your background and why you're interested in meeting with them. Try *not* to leave a message if it goes to voicemail, and also be prepared for rejection.
- The total interview should only take about 20 minutes. On the day of the interview dress professionally, and come prepared with at least five key questions to ask, (especially those questions that you wouldn't ask in an interview such as salary range for a particular position).
- Don't forget to follow-up with a thank-you note, and feel free to keep them informed of your progress in the future.

We also encourage you to take advantage of your time in Chicago and book more than one informational interview if your schedule and interests permit!