

Initial:

Pleasure

P

Information

I

Employment

E

Kind of Interview

Practice Field Survey

Informational Interviewing or Research

Employment Interview or Hiring Interview

Purpose

To Get Used to Talking with People to Enjoy It; to "Penetrate Networks"

To Find Out If You'd Like a Job, Before You Go Trying to Get It

To Get Hired for the Work You Have Decided You Would Most Like to Do

How You Go to the Interview

You Can Take Somebody with You

By Yourself or You Can Take Somebody with You

By Yourself

Who You Talk To

Anyone Who Shares Your Enthusiasm About a (for You) Non-Job-Related Subject

A Worker Who Is Doing the Actual Work You Are Thinking About Doing

An Employer Who Has the Power to Hire You for the Job You Have Decided You Most Would Like to Do

How Long a Time You Ask For

10 Minutes (and DON'T run over—asking to see them at 11:45 a.m. may help keep you honest, since most employers have lunch appointments at noon)

Ditto



Ditto (or 19 minutes; but notice the time, and keep your word)

What You Ask Them

Any Curiosity You Have About Your Shared Interest or Enthusiasm

Any Questions You Have About This Job or This Kind of Work

You Tell Them What It Is You Like About Their Organization and What Kind of Work You Are Looking For

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What You
Ask Them
(continued)

If Nothing Occurs to
You, Ask:

1. How did you start, with this hobby, interest, etc.?
2. What excites or interests you the most about it?
3. What do you find is the thing you like least about it?
4. Who else do you know who shares this interest, hobby, or enthusiasm, or could tell me more about my curiosity?
 - a. Can I go and see them?
 - b. May I mention that it was you who suggested I see them?
 - c. May I say that you recommended them?

Get their name and address.

If Nothing Occurs to
You, Ask:

1. How did you get interested in this work and how did you get hired?
2. What excites or interests you the most about it?
3. What do you find is the thing you like the least about it?
4. What kinds of challenges or problems do you have to deal with in this job?
5. What skills do you need in order to meet those challenges or problems?
6. Who else do you know of who does this kind of work, or similar work but with this difference _____?

Get their name and address.

You Tell Them:

1. The kinds of challenges you like to deal with.
2. What skills you have to deal with those challenges.
3. What experience you have had in dealing with those challenges in the past.

Afterward:
That Same
Night

SEND A THANK-
YOU NOTE.

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