



CAREER BOUND SUCCESS, INC.

Preparing for Successful Informational Interviews

What are informational interviews and how can they accelerate your job search?

As part of your networking strategy, meeting with professionals in targeted companies will provide insights as well as possible opportunities.

It is important to approach your contacts not as a job seeker but as someone who is simply gathering information.

6 Steps to Follow for Informational Interviews

Step 1: Decide who you want to interview

- Which position, company or industry interests you?

Step 2: Make a list of people and contact them

- Select people you know who can help you connect to individuals within a company or an industry. **Expand** your list through a social networking site like **LinkedIn**.
- Try to schedule a 15-30 minute in-person interview. Though most people are happy to help you, there may be some who are too busy- so **do not** be discouraged!

Step 3: Preparation for the interview

Job Search Strategies

Discover your competitive advantage by collaborating with Arlene Newman, President of Career Bound Success, and her team. We work with professionals, alumni, and college students providing them with skills to successfully land jobs!

With more than 20 years of Human Resources experience, we coach clients on resumes, interviewing, networking, personal branding, and negotiating competitive salaries.

Jump Start Your Job Search

- [Career Exploration](#)
- [Resume Preparation](#)
- [Networking Skills](#)
- [Interview Training](#)
- [Salary Negotiation Skills](#)
- [On-Boarding Skills](#)

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Set Up Your Free

- **Research!** Learning about the organization and the person you will be meeting can help you determine which questions to ask, demonstrating your interests and enthusiasm.
- Bring your resume and a **target list** of companies that you are interested in contacting

Step 4: Giving a positive first impression

- Dress professionally. Give a firm hand shake, use direct eye contact and smile.
- Start the conversation by thanking your host for his/her time and stating your meeting objectives.

Step 5: Ending your interview

- **Keep track of time** and do not overstay your welcome.
- Thank your host and ask two final questions: "Can you think of a few individuals who, based upon my background and interests, would be helpful for me to contact? Is there any way in which I could be helpful to you?"

Step 6: Follow Up

- Ask yourself: "What did I learn from the interview?"
- Send a thank you email within 24 hours stating your gratitude for their time given.
- **Stay in touch** and update them when you follow up on their suggestions.

Consultation

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