**INFORMATIONAL INTERVIEWS**

Interview a professional -- learn first hand about a career!

**STEP 1:  find a professional**  
Ask friends, family, and faculty – “Can you suggest someone who works in publishing?" Ask employers at career fairs or use UCC databases such as [ePACK](http://www.ncsu.edu/career/students/jobsinternships/epack.php), [eLeads](http://www.ncsu.edu/career/students/jobsinternships/eleads.php), and Career Search to find a professional.

**STEP 2:  contact a professional**  
Call or email your contact.

"This is Meredith Jones. I'm a sophomore at NC State and working toward an English degree. I met you at the CHASS Career Fair in February, where I learned about your arts publications. I have become very interested in this field and have a few questions. Would you be available to meet with me on a Thursday or Friday afternoon? I would like to conduct an informational interview so that I can learn more about this field. I would be pleased to come to your office.”

**STEP 3:  conduct the interview**  
Be professional. Arrive 5-10 minutes early, dress in [business casual](http://www.ncsu.edu/career/students/interviewing/attire.php), bring a list of questions, take paper and pen for note taking, and bring your enthusiasm!

* What do you do on a typical day?
* Can you tell me about one of your current projects?
* What are your typical hours or work schedule?
* What are the rewards and challenges in this career?
* What training or education is required?
* Is a graduate degree recommended?
* What is a typical salary for someone in this field?
* What personal qualities are important for success in this field?
* What was your career path; what steps did you take to reach this position?
* How did you know what you wanted to do?
* What advice would you give to a student preparing to enter this field?
* When you hire a new graduate, what do you look for?
* Does your company hire summer interns or co-ops?
* Is there anyone else you think I should talk to about publishing careers?

**STEP 4:  show your appreciation**  
Email a thank you note within 24 hours. Report back to the professional on your success as a result of your meeting. They will appreciate knowing the impact they’ve made.