

# Widener Works Online

Informational Interviewing Opportunity



Widener University

# What is an Informational Interview?

- A conversation with a professional or graduate student to learn about and seek advice about your career interests.
- 30-minutes in length
- An opportunity to connect with a person or organization you admire in your area of interest
- A great and relatively low-stress way to practice and refine your interviewing skills – and to seek feedback
- An avenue to seek referrals to other experts and resources



# Our Hosts



SKIPACK TOWNSHIP



Widener  
University



United States  
Department of  
Agriculture

L'ORÉAL



PennState  
College of Medicine

# Checklist: Before the Informational Interview

- Copy (cc) Lauren & Kelly on **all** emails to your host
  - Lauren - [ldepaul@widener.edu](mailto:ldepaul@widener.edu)
  - Kelly – [kmtierney@widener.edu](mailto:kmtierney@widener.edu)
- Contact host the week of November 30<sup>th</sup> to schedule your informational interview
  - Date of your informational interview
  - Have a communication plan in case of emergency
  - Send your bio sheet when you contact your host
  - Prepare 10-12 questions to ask during the interview



# Checklist: During the Informational Interview

- Dress professionally
- Ask questions and take notes. Your notes can be included in your reflection
- Be courteous and professional – cell phones away



# Professional Dress



5. BLAZER



6. WHITE SHIRT



7. BLOUSE



8. CARDIGAN



19. WOOL COAT



9. SUIT PANTS



10. DRESS



11. COCDOON COAT



12. DRESS

# Checklist: After the Informational Interview

- Send a thank-you note within 24 hours
- Email is fine, and you can follow up with a hand-written note for an extra personal touch
  - Copy (cc) Lauren & Kelly on all emails to your host
  - Lauren - [ljdepaul@widener.edu](mailto:ljdepaul@widener.edu)
  - Kelly – [kmtierney@widener.edu](mailto:kmtierney@widener.edu)
- Complete a one-page reflection and email Lauren and Kelly by Friday, January 22, 2021.
- Attend reflection session: Thursday, January 28th at 12:30 pm or 5pm



# Bio Sheet/Resume

Go to myWidener to download informational interviewing resources

<https://sites.widener.edu/career-design-and-development/career-exploration/>





# Pre-Interview Reflection & Question Outline

Work independently to complete the pre-externship worksheet.



# Informational Interview Sign Up

1. Use the link to sign up for as many informational interviews as you would like.
2. Schedule and attend every informational interview you sign up for.

