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# Informational Interviewing: How to find the right opportunity

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**Making Connections that Fuel Innovation!**

# Job Search Tips

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- Make a target list of companies/roles that interest you
- Try to identify people who can help you find more about the company/role
- Track your progress and grow/change the list over time
- Be strategic and focused



# Connections Through People

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- Lab mates
- Former colleagues
- Individuals you meet at events
- Biotech professionals who speak at events
- Friends
- Mentors
- LinkedIn connections



# Informational Interviewing

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**Definition:** An informational interview is an interview conducted to collect information about a job, career field, industry or company.

An informational interview is not a job interview. Rather, it's an interview with a individual working in a career you would like to learn more about.



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# Informational Interviewing

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- Once you have identified a person at a company/role you are interested in, ask them for 15-30 minutes to tell you about their company and role.
- Tell them why you are interested in talking with them. Make sure they are relevant either because of their role or company
- Use this time to learn about their role, their company, their career path, **NOT** to ask for a job.
- The goal is to help you become more informed to see if the company/role is even a fit for you before you apply.



# Informational Interviewing Questions

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- Prepare questions to ask, such as
  - What is your day like?
  - What skills do you find helpful for your role
  - How did you get into your role?
  - What growth opportunities exist in your role?
  - What do you like best about your role?
  - What is your company like?
  - How is your company different than other companies?
  - Is there anyone else you know of who I should talk with?



# Follow Up With Your Network

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- Use LinkedIn to keep in touch
- Send a thank you note (hand written preferred)
- Try to help your contacts – 2 way relationships go along way!
- If you get a job, update your contacts to keep in touch.
- Relationships are built over time

