

Complimentary Tool for the Evaluate Your World Life Balance Assessment Informational Interviewing

Sometimes working toward your definition of success nudges you in the direction of doing something you don't have much experience with or taking on something you wish you could do better. This is where informational interviewing comes in handy. People use this technique frequently when they are exploring career changes or thinking of starting a business. It can also be useful when you want to begin something new such as a hobby, an exercise program or a book club. Informational interviewing is especially appealing to people who are "mentoring" themselves to success because this is a rich complement to reading about a topic and has the potential for building a network of "successful" people around you.

Once you have identified someone who has the skills, behavior or other trait about which you desire to learn, ask them for 20-30 minutes of their time. Let them know you are doing an informational interview and that hope to learn from their experiences and insights. Most people are flattered and take advantage of the opportunity to share.

Please note, if you are seeking information about a job or career, under no circumstances do you ask for a job! This is strictly for information and insight. Many times an outcome of career-based informational interviews is a job offer but it should not be your goal.

The following are some questions that may be useful if you are unfamiliar with informational interviewing. Add to the list as you clarify your goals for the knowledge or support you hope to gain from this process.

- How did you get interested in [name job, skill, hobby, business, trait, education, etc]?
- What did you have to do to get [name job, skill, hobby, business, trait, education, etc]?
- What advice do you have for someone who is interested in "following in your footsteps"?
- What have been the 3 biggest challenges you have had to overcome in regard to [name job, skill, hobby, business, trait, education, etc]?
- What have been unexpected successes of your journey?
- Are there any other insights you are willing to share in regard to achieving [name job, skill, hobby, business, trait, education, etc]?
- What do you see as future trends with regard to [name job, skill, hobby, business, trait, education, etc]?



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- If you were to do it all over again, would you do it differently? If so, how?
- Do you know of 2-3 other people that [name job, skill, hobby, business, trait, education, etc] who would be willing to do an informational interview with me?

After the interview thank the person for their time and make sure you have their mailing address so you can send a written thank you note. It's as easy as that!

