

Informational Interviews

An informational interview is basically, what it sounds like: one person interviewing another person to gather information about a particular topic. In the case of this class, you will be asked to interview two tradespeople currently working in two **different** trades that you are interested in learning about. In doing so, we hope that you will build confidence in networking and speaking with people you might not know and gather information about a desired trade career!

Please note that this assignment will not be collected, so there is no need to type it. The instructor will just need to see that you have completed it and then information will be shared in class.

Information gathered may be used to complete your *Trades Research* Form.

Here's what's involved:

Pick two trades you'd like to research.

Obtain names and phone numbers of people you could interview. This could be done by looking in the phone book or more likely, asking around amongst friends and relatives.

Contact the person, explain your assignment, and ask them if you could schedule an appointment for a phone or face to face interview for about 20-30 minutes of their time.

Review the Informational Interview forms provided for the class and write in two additional questions of your own.

If you're meeting the person face to face, show up on time if not early and dress appropriately. If you're calling them, call right on time.

Begin the interview with your questions and allow the person you're interviewing to speak freely, but keep to your questionnaire.

Keep an eye on the clock and try to stick to the time frame you agreed upon.

Ask for names of other people you might contact if you still haven't found another person to interview.

Do not ask for a job. The purpose of this interview is to gather information and advice.

Thank them for their time.

Questions? What are your concerns/fears about conducting an interview?



Informational Interview # 1

Name of person being interviewed _____

Date ___/___/___ Trade _____

What do you like best about your trade?

What do you like the least?

How did you get started in the trade?

What are the working conditions? How often do you work outside?

What is the entry level wage? The top/journey level wage?

What is a typical workday like? Activities? Hours?



Do you work steadily or do you get laid off sometimes?

What are the hazards of your trade?

Is it physically demanding?

What tools does this trade use? What tools would I need to buy?

If there is an apprenticeship, when do you go to class? How often?

Are there other women on the job?

What advice would you give me if I wanted to get into your trade?

Think up two more questions of your own to ask this person:

1)

2)



Informational Interview # 2

Name of person being interviewed _____

Date ___/___/___ Trade _____

What do you like best about your trade?

What do you like the least?

How did you get started in the trade?

What are the working conditions? How often do you work outside?

What is the entry level wage? The top/journey level wage?

What is a typical workday like? Activities? Hours?



Do you work steadily or do you get laid off sometimes?

What are the hazards of your trade?

Is it physically demanding?

What tools does this trade use? What tools would I need to buy?

If there is an apprenticeship, when do you go to class? How often?

Are there other women on the job?

What advice would you give me if I wanted to get into your trade?

Think up two more questions of your own to ask this person:

1)

2)

