

## **Informational Meeting Tips**

Informational meetings are a great way to gather information about a company or industry that you are interested in or considering entering upon graduation. It is also a great way to learn about what skills you can develop as a student to prepare you for the workplace! The goal of these conversations is for you to learn about who you are meeting with and for them to learn about you too.

### **Sample Questions:**

- How did you get into this field?
- What is your typical workday/week like?
- What skills are important for someone to be successful in this type of role?
- What do you like best about your job/working for this company?
- What advice would you give to someone looking to enter this field?

### **Setting Up a Meeting:**

- When emailing people to set up an informational meeting make sure you explain that you are looking for information/looking to learn and not looking for a job.
- Always specify how much time you plan on spending with them. Suggesting a meeting of between 20-30 minutes is reasonable.
- If meeting virtually, take the initiative to set up the meeting. If you are meeting in person, suggest meeting somewhere close to where they work.

### **Before the Meeting:**

- Research the company and a bit about the person you are meeting with.
- Remember to dress appropriately.

### **During the Meeting:**

- Remind them of why you are meeting. Remember, you are not there to ask for a job.
- Be mindful of the time. If you said you would only take 20 minutes of their time, stick with it. If they offer to speak to you for longer, then you can.
- Thank them at the end of the meeting.

### **After the Meeting:**

- Send a thank you note via email!

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