

# **THE CAREER DEVELOPMENT CENTER AT SAMFORD UNIVERSITY**

## **GUIDE TO ACADEMIC INFORMATIONAL INTERVIEWING**

### **Why?**

- 1) To obtain first-hand, current information about your major of interest.
- 2) To meet interesting, informative people on campus.
- 3) To develop a relationship with a possible academic advisor.
- 4) To build your experience and self-confidence in interviewing.

### **How?**

- 1) Set up an appointment to meet with your professor of choice in his/her office. (An email exchange is appropriate if time is a consideration.)
- 2) Be sure and read about the major and department in the Samford Catalogue before your meeting so that you will have some basic knowledge of that field of study.
- 3) Keep the meeting brief and to the point.
- 4) Write a thank-you note immediately after the interview to express your appreciation. (Note can be handwritten or sent by email)
- 5) Keep a written record of whom you talked with, the information you received and your feelings/impressions of the meeting.

### **What?**

The following is a list of questions you can ask that will elicit the information you need to help you make your decision.

- 1) What personality traits and skills do you see in your most successful students?
  - 2) Why did you choose this field of study?
  - 3) Can you refer me to some juniors and seniors in your major that I could speak to about this field of study?
  - 4) Can you tell me where some of your recent graduates are? (Graduate schools and full-time jobs)
  - 5) Do you keep in touch with any local alums and if so, would you help me set up a professional informational interview with the ones in my area of interest?
- \*\* If you have a specific career path in mind, you may want to ask the professor how his/her major can help you prepare you for it. You may also want to ask if the professor knows of any alum who is currently pursuing a similar career path.

