Name:

# My Informational Interview Plan

## Step 1: Identify the person you want to interview.

**Name/Title:**

**Company:**

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| --- |
| How do you know this person, or how did you meet this person? |
|  |
| Why did you select this person to conduct the informational Interview? |
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## Step 2: Prepare a list of questions for the interview. Review the 4 quadrants to create questions.

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| Identify the list of questions you chose to ask this person.  |
| The person1.
2. .
3. .

The company1. .
2. .
3. .

The Industry1. .
2. .
3. .

Next Steps1. .
2. .
3. .
 |
| Why did you select these questions?  |
|  |
| Setting an intention for the conversation can help you gather the information you are seeking. What are your goals for the conversation?  |
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