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? |
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| 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 person    2. . 3. .   The company   1. . 2. . 3. .   The Industry   1. . 2. . 3. .   Next Steps   1. . 2. . 3. . |
| Why did you select these questions? |
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| 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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