

**Building a Professional Community through Information Interviewing:
You take the lead**

1	<p><i>Remember that you are being granted an opportunity and a favor.</i> You should do the majority of work setting up the appointment, making the call, etc.</p>
2	<p><i>Follow-up on anything the contact has asked for in advance of the meeting or following a meeting.</i> Be it a C.V., manuscripts, a cover letter stating research and career interests, etc.—be sure to send it. This will help the contact pass your information on to other professionals and colleagues who might be interested.</p>
3	<p><i>Be specific in your career goals and statements.</i> It is not up to the contact to define your interests. You can explore your interests and test out their viability, but be careful about appearing as if you “would do anything.”</p>
4	<p><i>Do your homework.</i> If you are sent material before the meeting—read it! If there is information online, or in the career resource center — read it.</p>
5	<p><i>Prepare questions.</i> You are conducting the interview, not the other way around. Be prepared to follow up and keep the conversation moving.</p>
6	<p><i>Listen and write things down.</i> Often we are told golden nuggets of information during a networking exchange and fail to recognize it in the moment. If you listen carefully and write down information when able to, you will have time to review it when the pressure of the moment is off.</p>
7	<p><i>Respect time constraints.</i> Be sure to ask your networking contact how much time he or she will allow for the discussion and respect that time limit. If it is a more casual conversation, a simple time check will do the trick and show you respect his or her time. For example, “I have a few more questions and I know you are busy, would you still have some time to talk?”</p>
8	<p><i>Send a Thank you note.</i> It is just polite to send a thank you note when someone does you a favor, and it also allows you to follow up with any subsequent comments or questions you forgot to ask. Remember you are developing a connection that will be maintained throughout your professional life; Nurture it!</p>

Adapted from an article by Audrey Arkins on Salary.com