**Information Interview – Planning Sheet**

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| **Contact Information:**   * Who are you going to contact? * What is their role? Company? * How? (telephone/email/other) * When? |

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| **Introduction:**   * Write a draft of the email or telephone introduction you will use to make initial contact. |

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| **Interview Questions:**   * Look through the list of suggested questions. Choose 5-7 quality questions you really want to know the answers to and write them here.   **Summary of the Interview (Complete this after the interview):**   * What did you learn from this interview (both positive and negative impressions)? |

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| **Reflection (Complete this after the interview):**   * How does what you learned fit with your own interests, abilities, goals, values, etc.? * What do you still need to know? * What plan of action can you make? |

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| **Follow-Up / Thank you:**   * Write a draft of your thank you message/note. How do you plan to deliver it? |