**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?
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