

## Purposes for Using LinkedIn

- To **build** and **maintain** professional relationships.
- To **learn** about job opportunities, careers, and industries.

## Steps to Find the Alumni Page

- Log in to LinkedIn
- Search for **University of Iowa, Iowa City**
- Click **Alumni** on the left side of the page

## Searching for Alumni

## Criteria to Look For

**University of Iowa Alumni:** Because you have the university in common with them.

- **Similar degree:** To learn about how they are using their degree.
- **Where they work:** To learn about the company and their culture.
- **Their job:** To learn about the work they do and their industry, including their current or previous role.

## Request to Connect and Add a Note

**Who you are** → My name is Sarah and I am a first year student at Iowa

**What you want** → studying biomedical engineering. I would like to learn more about your day to day routine as an entry level engineer. My email is

**Contact Info** → abcd@uiowa.edu or I am happy to schedule a zoom/phone call.

**A subtle reminder that you are a member of the U of I Community** → Thank you in advance for your help!

Go Hawks!

# Informational Interviews

An informational interview is a chance to interview an employer about their job, company, and industry. You can obtain valuable information about a type of career through an informational interview. Below are some guidelines for conducting an informational interview.

## Before

- Identify someone working in the profession in which you are interested. Check with family, friends, professors, or LinkedIn for contacts. Use your network!
- Contact the person and indicate that you are a student interested in learning about their career.
- Ask if you can interview him/her for information to learn more about their career field. Indicate that you will only take 15 to 30 minutes.
- If you are invited to their workplace, accept graciously; you will learn more about the work environment and culture.
- For some very busy professionals a telephone or email interview may be all the time they can give you. Accept this alternative graciously as well.

**The following questions are suggested to get you started. Feel free to ask other questions that will help you get the information you need.**

## Background and Training

- What kind of education and/or training prepared you for your current position?
- What other jobs have you held? How were they related?
- What skills are the most important for this field? How did you acquire them?
- What has been the most helpful to you in reaching your present position?
- What other occupations did you consider before you chose this one? Why did you choose this occupation rather than one of the alternatives?

## Present Position

- What types of activities do you complete during an “average” day or week? What percentage of your time is spent on each?
- What types of interaction do you have with other people?
- What are your responsibilities?
- What do you like most and least about your position and about the industry?
- What professional associations are related to your industry?

## Other Questions

- What would you do differently if you were just starting college?
- What advice would you give someone like me who is considering the field?
- What kinds of opportunities do you think this field offers new professionals?
- What do you think is the best education, training, or experience to enter this field?
- Is there anyone else you recommend I speak with to learn more about \_\_\_\_\_?