

I. Before the Interview:

- Write a professional email asking for a meeting. Mention the person who put you in touch with them. Check for spelling and grammar.
- Use the subject line "Current [name of college or university] student seeking career information."
- Let your contact know that you're happy to communicate in whatever way is most convenient for them: over email, by phone, using an instant messaging or video chat app, or in person (if that's a possibility).
- For email interviews, send your questions (see some suggested questions below). Ask what you want to know without overwhelming your contact.
- For phone and face-to-face interviews, be sure to be on time. For phone or video interviews, verify each person's time zone. The interview typically lasts for 15-30 minutes.

II. During the Interview

Here's a set of questions you might use (or modify) when you meet with a Classics alumnus/a or a friend or family member.

1) Can you give me an idea of what is happening in your industry right now?

-The goal is to get the person talking about things they deal with every day and help you uncover problems that need to be solved in this industry.

2) How did you get involved in this industry?

-This keeps the conversation flowing. The interviewee is talking about themselves (everyone's favorite topic!) and this may establish common ground between the two of you.

3) What skill sets are important for someone looking to be successful in this industry? What kind of job experience and credentials are typically required for somebody looking to work in your field?

-As the interviewee lists skills, this is a chance for you to interject examples of your skills into the conversation.

4) What kind of person succeeds in this industry?

-The answer here will help you understand the personal traits of people who fit well in this field. If you have those traits, explain when you've used them.

5) Do you have any advice for me as I continue my search?

-People love to give advice. The interviewee may talk about their last job search and how it was successful for them.

6) I have more research to do before making a choice of organization or industry. If you were me, who do you think it would be important to talk with to continue my research?

- This is the most important question of the meeting. Stay silent and give them time to come up with some names. If you performed well during this interview, the interviewee should feel no hesitation in giving you the names of others in your field that you should talk to. The goal is to get at least two direct referrals from each person you meet.

III. After the Interview

- Send a thank you note within 24 hours of the interview or having received the answers to your emailed questions. U.S. mail or e-mail are both appropriate.