

# Student Tips for Conducting Interviews

Here is some advice that might be helpful to younger students conduct interviews.

## **Purpose**

Informational interviews are short chats where you can learn more about someone or what they do and what they think of a topic or a problem.

## **How to Ask**

- **Introduce Yourself:** Start by saying your name and maybe what grade you're in.
- **Explain Why You Want to Chat:** You don't need a big reason! Here are some things you could say:
  - "I heard you're working on an interesting project, and I'd love to know more about it."
  - "You seem to know a lot about [a subject], and I'd like to learn from you."
  - "I'd love to hear about your work and what you do."
- **Be Flexible:** If they seem busy, let them know you can chat whenever they have time. You can suggest a quick conversation during lunch or after school.

## **Preparing for the Chat**

Before you meet, think about what you specifically want to talk about.

- **Introduce Yourself:** Start with a quick hello and share a bit about yourself.
- **Set Goals for the Chat:** Mention why you wanted to talk and what you hope to learn.
- **Prepare Questions:** Make sure you write down some questions. (It's sometimes hard to remember what you wanted to ask when in the middle of a conversation!)

## **During the Interview**

- **Arrive Early:** If you're meeting in person, get there a bit early.
- **Show Appreciation:** Thank them for taking the time to talk to you.
- **Be Curious:** Ask your questions, but also be open to new topics that come up during your chat.
- **Take Notes:** Jot down interesting points or fun facts you learn. This will help you remember later!

## **After the Chat**

**Say Thank You Again:** Before you leave, thank them once more for their time.

*Some of this material came from a guide to community conversations and interviews that was developed by the Office of Applied Innovation team at Arizona State University.*