

# University of California, Santa Cruz

## Informational Interview – Employer’s Guide

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### OVERVIEW

The purpose of an informational interview is primarily for individuals to meet with professionals from UCSC to gain a better understanding of an occupation, learn about a specific field, and working in higher education. Informational interviews are generally a career planning tool, - the objective is to provide interested individuals the opportunity to speak with professionals within the field to help them get a clearer picture of how to prepare and work toward a particular career goal.

Informational interviews may also be offered by hiring managers as an outreach strategy to attract interest and improve the quality and diversity of applicant pools. However, there are fair hiring considerations, hiring managers who would like to offer informational interviews related to a specific recruitment should contact Ciel Benedetto or Amy Kile (contact information below).

### GUIDANCE FOR CONDUCTING INFORMATIONAL INTERVIEWS

#### Share with the Individual your Current Position, Personal Career Path, and Information about the University

- Provide a realistic picture of a specific job, knowledge and skill requirements, beneficial aspects of the position, as well as, challenges
- Provide information about the work setting, organizational culture, department and division and current trends in the field
- Give advice about career preparation, and how to best communicate skills, knowledge, and abilities on a resume, and discuss importance of professional networking
- Provide a short tour of the office location or related work spaces

#### Application & Employment Process

Inquiries regarding the application and employment process for the University may be directed to the Talent Acquisition Consultant for your unit or division.

For more information: [http://shr.ucsc.edu/talent-acquisition/rec\\_specialists.html](http://shr.ucsc.edu/talent-acquisition/rec_specialists.html)

#### Affirmative Action/Equal Opportunity Employer

The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and covered veterans. Inquiries regarding the University's affirmative action and equal employment opportunity policies may be directed to: Ciel Benedetto, Assistant Director for EEO, (831) 459-3676, Amy Kile, Talent Acquisition Assistant Manager, (831) 459-4076 or Cliff Golz, Affirmative Action Specialist, (831) 459-2686.

For more information: <http://shr.ucsc.edu/talent-acquisition/index.html>

**Note: University policies, procedures, and applicable collective bargaining agreements supersede information contained in this document.**