



**Informational Interviewing
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| MUSIC | [Graphic: "Information" WHAT IS IT?] |
| I understand that it's not a real job interview where you should expect that you're going to be hired. | [Stefanie Jamison/College Student] |
| It's not necessarily to get a job. It's more to network with companies, to find out what career opportunities are out there, to give you practice when you actually do go on real job interviews. | [Tracy Marriot/CINTAS Corporation/ Human Resources] |
| | [Graphic: WHY DO THEM?] |
| I've never done an informational interview. I hope to gather some information about the company. | [Bill Egan/College Student] |
| I've never done one but I think that it is crucial to learn what types of jobs are available in the company and what the company is about. | (Stef) |
| Hi, thanks for meeting with me today. | (Stef) |
| Hello. How are you? My name's Bill Egan, it's nice to meet you, I appreciate you seeing me. | (Bill) |
| | [Graphic: HOW TO PREPARE?] |
| You should definitely do research about the company even if its just hopping on their website, getting some basics, headquarters, divisions, new products offerings. | (Tracy) |
| You should bring your resume. | (Tracy) |
| Here's a copy a copy of my resume. Thank you very much. | (Stef) |
| I would love somebody to come in, shake my hand and make sure they give me a resume so I could basically see their life in front of me, what they've done, what they've accomplished. | [Kelly Wolverton/CINTAS Corporation/Sales Management] |

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| Any notes on the company, any questions that you have in mind that you wanted to ask the interviewer. | (Tracy speaking) [Graphic: Bring resume Bring notes Bring written questions] |
| And I wanted to learn more about the opportunities here at Cintas for someone with my experience. | (Stef) |
| | [Graphic: WHAT TO ASK] |
| You can ask about the company itself You could also ask interviewer his or her personal experience with that company You can also ask about the job itself, what objectives and goals that you'll be expected to achieve. | (Tracy speaking) [Graphic: Ask about company New products Interviewer's experience Job categories & skills] |
| What type of entry level positions do you currently have? We have a program for college graduates. It's called a management trainee program. | (Bill) (Kelly) |
| How often do you guys, Cintas, hire recent graduates? Do they typically have to go through the internal program first? | (Bill) |
| Based on my resume and my experience where do you feel I'd be a good fit in the company? | (Stef) |
| | [Graphic: ASK ABOUT SALARY?] |
| Can you give me an idea of what the salary range would be for a new hire? | (Bill) |
| You shouldn't ask the salary question right away in an informational interview. It's inappropriate and it really depends on what job you're interviewing for. | (Tracy) |
| That's something that you of course wait until you're stage and then when you're at the offer stage you see if it fits in your budget or what you can live off of. | (Kelly) |

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| | [Graphic: WHAT TO WEAR?] |
| No matter if you have class after or class before you should still be dressed in a full business suit, clean shaven for boys, girls you should not wear lots of makeup, a lot of jewelry, keep those things to a minimal. | (Tracy) |
| If you're going to a interview at a business I would make sure you are in a business suit something that's not too distracting. | (Kelly) |
| It was interesting to know that if I am going to go into a corporation like this I should wear a suit, and so I think right off the bat that was something that struck me as something I needed to learn!! | (Stef) |
| I just want to thank you so much for sitting down with me today. It's been really informative. | (Stef) |
| Thank you for your time. I really appreciate it. Thank you Bill. Thank you for coming in and showing great interest. | (Bill) (Kelly) |
| I think the interview overall went fairly well. | (Stef) |
| I would give him an "A" of course. He came prepared, he looked the part, he spoke the part. | (Kelly) |
| So, you have my resume, can I have your business card? Sure. It was great meeting you Stef, great meeting you, too. Great, meeting you too. | (Stef) (Kelly) (Stef) |
| I think she was impressed with my resume. | (Stef) |
| Her interviewing skills were superb. I couldn't have done it better if I did it myself. | (Kelly) |
| | [Graphic: HOW TO FOLLOW UP?] |
| Either by email or by phone, you should ask what the best method of contact is. Some prefer one or the other. | (Tracy) |
| It's very important; it shows the company that you're interested in that company. | (Tracy) |

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| It gives you great practice to interview for a real job. The pay off will be most likely be down the road.” | (Tracy) |
| | [Graphic: Remember: 85% of job opportunities are never advertised. Informational interviews can be your key to this hidden job market!] |