

Informational Interview

The following are some sample questions; however you are encouraged to come up with questions of your own also.

1. On a typical day in this position, what do you do?
2. Does your job limit your personal time or where you can live?
3. How are you expected to dress at work?
4. What training or education is required for this type of work?
5. What personal qualities or abilities are important to being successful in this job?
6. What part of this job do you find most satisfying? Most challenging?
7. How did you get your job?
8. What opportunities for advancement are there in this field?
9. What entry-level jobs are best for learning as much as possible?
10. What is the salary range for various levels in this field?
11. How do you see jobs in this field changing in the future?
12. Is there a demand for people in this occupation?
13. What special advice would you give a person entering this field?
14. What types of training do companies offer persons entering this field?
15. From your perspective, what are the problems you see working in this field?
16. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
17. Whom do you know that I could talk to next? When I call him/her, may I use your name? ** (ASK FOR TWO PEOPLE)
18. Can I have a business card or your contact information (phone number, address, e-mail, etc)?