


Informational Interviews


Suggested Questions

1. Questions about the person, his/her history, and his/her work activities

- What is your background and experience? What were the jobs you had that led to this one?
- What was your major in college?
- In the position you now hold, what do you do in a typical day?
- What are the most interesting aspects of your job? What do you like least?
- What skills do you use most often in your daily work?
- What kinds of people do you interact with on a daily basis? Describe what that's like.
- How flexible are your work hours?
- What else would you like to be doing in this job?
- How is success measured in this job?
- What is the salary range for someone entering the field?

2. Questions about the organization

- How many years do people typically stay in this job?
 - How would you describe the culture here?
 - How are goals set and measured? How often?
 - What type of training or development opportunities are common?
 - What types of people do well here?
 - What are the ideal qualities of someone who would be successful in this job here?
 - What do you think your organization's greatest strengths and weaknesses are?
 - What are the organizations top priorities?
 - What competitors/other organizations in the field do you admire? Why?
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3. Advice for You

- What type of degree or training do I need to enter this field? What is the best way to obtain a position which will start me on a career in this field?
- Are there any specific courses a student might take that would be particularly beneficial in this field?
- Is there a demand for people in this field? Do you view this field as a growing one?
- What websites should I stay on top of to keep up with industry trends? What professional organizations should I join?
- Are there any classes, internships or school projects I should consider doing to prepare myself?
- Given what you know about your field, what advice would you give?
- What do you wish someone had told you before taking this job or entering this field?
- How do you see the jobs in the field changing over the next two years? How do I prepare myself for these changes?

4. Last but not least

- Who else do you recommend I speak to in order to learn more about the field? May I use your name as a referral? (This is a **MUST** ask question – leads to contacts who tend to be very helpful in the field)

Do not ask these questions one after the other, but rather let the conversation flow naturally. Remember, the person will probably answer most of these questions without your having to ask.

