

SAMPLE QUESTIONS FOR AN INFORMATIONAL INTERVIEW

The following is a list of questions that might be asked during an informational interview. Compose questions of your own to fit the circumstances of the occupation or organization you are exploring.

1. How did you get into this occupation and/or organization?
2. What methods did you use to find work in the organization you are in now?
3. What is the basic education or training required for entry into this profession?
4. What education or training is needed to advance and grow in your field?
5. What responsibilities and duties do you have in your work? Describe a typical day at work.
6. Who/how many do you supervise?
7. How much travel is involved with your work?
8. What do you like most about your field? Least?
9. What are the stressors of the job?
10. What skills, abilities, or personal qualifications does a person need for this occupation (or to work in this organization)?
11. What is a typical salary range for this career?
12. What fringe benefits are offered?
13. What are the opportunities for advancement, promotion, or change of jobs within your organization?
14. What is the employment outlook for your occupation for someone interested in entering the field? Is the field growing? What do you see emerging in the next five to ten years?
15. What other companies/organizations are known to be good employers for work in this field?
16. Are there others with whom I could contact about related jobs to this field?
17. Could you suggest any temporary, part-time, or summer work experience that would help a person prepare him/herself for your career? If I would be interested in gaining more knowledge in this field, may I mention your name as the person who referred me?
18. May I stay in touch with you for further questions or information?

Follow up with a “thank you” note and look for ways to give something back to the people with whom you network.