



Sample Questions for Informational Interviews

Choose several questions that are based on what you would like to learn. Most of these are open-ended questions that do not require a yes or no answer so that you can engage in conversation and learn more. Keep your conversation friendly, upbeat, brief, and focused on the purpose of the meeting.

- ✓ How does one get into this line of work or career field?
- ✓ Can you describe your career path?
- ✓ What are your roles and responsibilities within the organization?
- ✓ What do you like best about your job? What do you like least about your job?
- ✓ What education/training or degree do you need to be prepared for your job?
- ✓ What courses should a person take?
- ✓ What are some common problems you face and how do you handle them?
- ✓ What trends or issues do you see shaping the direction of this field?
- ✓ What does it take to become successful in this field?
- ✓ What is the entry-level salary range for this occupation? Fringe benefits? Personal benefits?
- ✓ What are some of the entry-level positions in this industry?
- ✓ How difficult will it be to get a job in this field after graduation from college?
- ✓ What is a typical day like for you?
- ✓ Where do you see your career advancing from your current position?
- ✓ What do you do to avoid burn out?
- ✓ How flexible can you be in this field? Do you work varied hours?
- ✓ What are some typical mistakes or errors that prevent a person from advancing in this field?
- ✓ How would you advise someone to start building a career in your field today? Where would they start? What steps would they take and experiences should they acquire? In what companies, departments, and positions?
- ✓ If you were hiring someone for this position, what kind of person would you look for? What qualifications would that person need? Which skills and personal qualities would you consider most important?
- ✓ **ALWAYS ASK:** Who else do you know that would be helpful for me to talk to in this field? When I call him/her, may I use your name?