



**Informational Interviewing** is much like investigative reporting - you have to ask the right questions to get the right answers. The *objective of the meeting is to learn* as much as you can about a job or career field to help you decide if it is a good fit. Below are some sample questions. **Quick dos and don'ts:** **Do** thank the person for the time spent with you. **Do** follow-up with a thank you note. **Do not** discuss the issues of your own personal job hunt unless asked specifically.

### GENERAL QUESTIONS ABOUT YOUR INTERVIEWEE'S CAREER FIELD:

- What do you find unique about your career field?
- What skills or personal characteristics do you feel contribute most to success in this industry?
- What are the growth areas of this field?
- What types of training do companies offer those who enter this field?
- How is the economy affecting this industry?
- In what ways is your occupation changing?

### ALL ABOUT THE INTERVIEWEE'S JOB:

- What is a typical day like?
- What kinds of problems do you deal with?
- Do you have to deal with a significant amount of conflict in this job?
- How does your time use vary?
- Are there busy or slow times or is the work activity fairly constant?
- How much flexibility do you have in determining how you perform your job?

### ABOUT PREPARING FOR THIS CAREER:

- How did you prepare for this work?
- If you were entering this career today, would you change your preparation in any way to facilitate entry?
- Does your work relate to any experiences or studies you had in college?

### ABOUT THE CULTURE OF THE INTERVIEWEE'S COMPANY OR ORGANIZATION:

- What do you like most about this company?
- How does your company differ from its competitors?
- Why do your clients choose this company?
- Has the company made any recent changes to improve its business practices and profitability?
- How does the company evaluate job performance?
- What does the company do to contribute to its employees' professional development?

### ABOUT THE COMPANY/ORGANIZATION'S NEEDS:

- In what areas do you see the company expanding?
- What obstacles do you see getting in the way of the company's growth?
- If you needed someone to assist you in your job, what tasks would you assign to your assistant?

### SEEKING GENERAL ADVICE AND NETWORKING REFERRALS FROM THE INTERVIEWEE:

- Can you suggest some ways a person could obtain the experience necessary to enter this field?
- What is the best way to obtain a position that will get me started in this occupation?
- What are the skills that are most important for a position in this field?
- What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
- How would you assess the experience I have had so far in terms of entering this field?

