

Questions You Might Want to Ask in an Informational Interview

1. In the position that you now hold, what do you do on a typical day?
2. What are the most interesting aspects of your job?
3. What were the jobs you had that led to your present position?
4. How long does it usually take to move from one step to the next in this career path?
5. What is the top position to which you can aspire in this career path?
6. What is the next step in your career path?
7. Are there positions in this field that are similar to your position?
8. What are the required qualifications and training for entry-level positions in this field?
9. Are there specific courses a student should take to be qualified to work in this field?
10. What are the entry-level jobs in this field?
11. What types of training are provided to persons entering this field?
12. What are the salary ranges your organization typically offers to entry-level candidates for positions in this field?
13. How much does a person in this field expect to make in a year, 5 years?
14. What special advice would you give a person entering this field?
15. Do you see this field as a growing one?
16. How do you see the content of the entry-level jobs in this field changing over the next two years?
17. What can I do to prepare myself for these changes?
18. What things can I do to make myself marketable in this area? What is the best way to obtain a position that will start me on a career in this field?
19. Do you have any information on job specifications and descriptions that I may have?
20. What related occupational fields would you suggest I explore?
21. How could I improve my resume for a career in this field?
22. What is your job title?
23. What exactly do you do? What percent of your time do you spend in these tasks?
24. How long have you worked in this field?
25. What makes you want to come to work or look forward to coming to work everyday?
26. What do like least about your job?
27. What would you like to change about your job if you could?
28. How did you get here? Education? Training? Experience?
29. I still have more interviews to do, can you suggest someone I might talk with about their job? Who else would you suggest I talk to, both in you organization and in other organizations?
30. May I say that you recommended them to me?

Questions You Might Have to Answer

1. Where did you get my name, or how did you find out about this organization?
2. What are your career goals?
3. What kind of job are you interested in?
4. What do you know about this organization and this industry?
5. How do you know you're prepared to undertake an entry-level position in this industry?
6. What course work have you done that is related to your career interests?
7. What are your short-term career goals?
8. What are your long-term career goals?
9. Do you plan to obtain additional formal education?
10. What contributions have you made to previous employers?
11. Which of your previous jobs have you enjoyed the most and why?
12. What are you particularly good at doing?
13. What shortcomings have you had to face in previous employment?
14. What are your three greatest strengths?
15. Describe how comfortable you feel with your communication style.

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