



### ***What Should I Ask During the Informational Interview?***

Below are possible questions to ask at an informational interview. Only pick between six and eight questions, understanding that you may not get to all of them.

1. What is your job like?
  - a. On a typical day, what do you do? What are the duties/functions/responsibilities of your job?
  - b. What kinds of problems do you deal with?
  - c. What kinds of decisions do you make?
  - d. What percentage of your time is spent doing what?
  - e. How does the time use vary? Are there busy and slow times or is the work activity fairly constant? Do you have a set routine or is there variety on a day-to-day basis?
  - f. Do you have a set schedule or are the hours flexible?
  - g. What are the greatest pressures, strains, or anxieties in the work?
  - h. What is the atmosphere/culture where you work?
  - i. Do you find your job exciting or boring? Why?
2. Why did you decide to work for this organization?
3. What do you like most about this organization?
4. Are you optimistic about the organization's future and your future with this organization?
5. What does the organization do to contribute to its employees' professional development?
6. What is the average length of time for an employee to stay in the job you hold? Are there incentives or disincentives for staying in the same job?
7. If your job progresses as you like, what would be the next step in your career?
8. How did this type of work interest you and how did you get started?
9. How did you get your job? What jobs and experiences have led you to your present position?
10. What are the most important personal satisfactions and dissatisfactions connected with your occupation? What part of this job do you personally find most satisfying? Most challenging?

11. What other jobs can you get with the same background? If your work were suddenly eliminated, what kinds of work do you feel prepared to do?
12. What do you like and not like about working in this industry?
13. From your perspective, what are the problems you see working in this field?
14. What sorts of changes are occurring in your field?
15. What are the various jobs in this field or organization?
16. How does a person progress in your field? What is a typical career path in this field or organization?
  - a. What is the best way to enter this occupation?
  - b. What are the advancement opportunities?
  - c. What are the major qualifications for success in this occupation?
  - d. Is an advanced degree needed?
17. What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
18. What are the skills that are most important for a position in this field? What abilities or personal qualities do you believe contribute most to success in this industry?
19. How did you learn these skills? Did you enter this position through a formal training program? How can I evaluate whether or not I have the necessary skills for a position such as yours?
20. What sort of education do you have?
21. What kinds of courses/certifications/degrees are most valuable? Is graduate school recommended? Does your company/organization encourage and pay for employees to pursue graduate degrees?
22. 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?
23. Do you have any special words of warning or encouragement as a result of your experience?
24. What would have been helpful to know when you started on this path?

25. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
26. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further?
27. What are the salary ranges for various levels in this field? Is there a salary ceiling?
28. What are the major rewards aside from extrinsic rewards such as money, fringe benefits, travel, etc.?
29. Did I leave out any important questions that would be helpful in learning about the field?
30. Can you suggest others who may be valuable sources of information?
31. *[If you feel comfortable and it seems appropriate]* Would you mind taking a look at my resume?

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