

EXAMPLES OF INFORMATIONAL INTERVIEW QUESTIONS

Nature of the Work Questions

1. What are the specific duties and responsibilities?
2. Describe a typical day/week?
3. What are the toughest problems you deal with?
4. What part of this work do you find most rewarding?



Work Qualification Questions

1. What kind of training, education, or course work is required?
2. What skills or talents are most essential in this career?
3. What personal qualities are important?
4. What kinds of prior experiences are absolutely essential?
5. How did you prepare yourself for this work?

Working Condition Questions

1. What type of setting, hours, atmosphere, etc. can be expected?
2. What obligations does this type of workplace upon you outside of the ordinary workweek?
3. How much flexibility do you have in terms of hours of work, dress, vacation, etc.?

Work Entry Questions

1. What types of employers hire people in this field? Where are they located?
2. How do I find out about internships/job openings in this field?

Work Advancement Questions

1. What additional training or qualifications are necessary for advancement?
2. What are some of the job possibilities for experienced workers in this field?
3. Is turnover high in this field?
4. Do people normally move to another company/organization or do they move up in the company/organization?

Employment Outlook Questions

1. How rapidly is the present career field growing?
2. If the work you do was suddenly eliminated, what different kinds of work could you do?
3. How would you describe or estimate future prospects?

Salary Questions - Do not ask them for their salary

1. What is the average starting salary?
2. What are the salaries for experienced workers?
3. How much do salaries vary in this career according to the employer, region, or industry?

Referral Questions - Always Ask These

1. Based on our conversation today, what other people do you believe I should talk to?
2. Can you name a few people who might be willing to see me? May I have permission to use your name when I call or contact them?
3. What are the professional associations in this field?