

Sample Questions for Informational Interview

Preparation:

- What preparation is necessary for entry level jobs in this field?
- How important is graduate school in this field?
- What courses that I should be taking now to prepare for this field?
- How do your education and experience relate to what you are doing now?
- How did you get into this field and into this position?
- What kind of background, training, special programs do you suggest I seek out?
- What professional journals, newspapers or publications do people in your field generally read?
- Are any professional associations particularly influential?
- Is there any advice you would give someone just entering the field, maybe something that you wish someone had mentioned when you were starting?

Lifestyle:

- What kind of "lifestyle" choices have you had to make? How many hours do you work in a typical week? Do you take work home at night?
- Is there travel involved in your job and if so, how often are you traveling?
- What is the typical salary range for an entry-, mid-, and upper-level position?
- Do you need to dress in a particular way?
- Has your work experience differed very much from what you imagined it would be? In what way?

Job Outlook:

- Do you anticipate employment in this field to grow, decrease, or remain stable?
- What are the opportunities for advancement? Is there a high turnover rate and if so, why?
- What types of employers hire people in your line of work?
- You mentioned that you made a transition into this field from another career path. How difficult was this?

Job Routine:

- Describe how you spend your time during a typical work day/week.
- What major satisfactions do you derive from working in this field?
- What are some of the issues/problems that you must deal with in your work?
- Could you tell me a little about the management style here? How are promotions decided? What does one need to be successful in this field?

Job Search Techniques:

- What strategies would you be using if you were in a job search for a position in this field?
- Would you mind reviewing my resume and giving me feedback on it?
- What types of questions should I expect when interviewing for a job in this field?
- Could you give me the names of others who might tell me more about your field? May I say you suggested I contact them?