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?