Questions To Ask During an Informational Interview

Select questions that are appropriate for your target career field and stage of decision-making. You can ask about such topics as the nature of a person’s work, how to get started in the field, or effective approaches for the job search. Use **some** of the following questions or make up your own.

* What are your main responsibilities as a...?
* What is a typical day (or week) like for you?
* What do you like most about your work?
* What do you like least about your work?
* What kinds of problems do you deal with?
* What kinds of decisions do you make?
* How does your position fit within the organization/career field/industry?
* How does your job affect your general lifestyle?
* What current issues and trends in the field should I know about/be aware of?
* What are some common career paths in this field?
* What kinds of accomplishments tend to be valued and rewarded in this field?
* What related fields do you think I should consider looking into?
* How did you become interested in this field?
* How did you begin your career?
* How do most people get into this field? What are common entry-level jobs?
* What steps would you recommend I take to prepare to enter this field?
* How relevant to your work is your undergraduate major?
* What kind of education, training, or background does your job require?
* What skills, abilities, and personal attributes are essential to success in your job/this field?
* What is the profile of the person most recently hired at my level?
* What are the most effective strategies for seeking a position in this field?
* Can you recommend trade journals, magazines or professional associations which would be helpful for my professional development?
* If you could do it all over again, would you choose the same path for yourself? If not, what would you change?
* I’ve read that the entry-level salary range for this field is usually in the range of \_\_\_\_\_\_? Does this fit with what you’ve seen? (Don’t ask about the person’s actual salary.)
* What advice would you give someone who is considering this type of job (or field)?
* Can you suggest anyone else I could contact for additional information?