Informational Interview Sample Questions

Educational Preparation:
- What degree/academic training is needed for this type of work?
- What courses were the most helpful to you in preparing for this job?
- Did you have any other experiences or training before entering this profession?

Interviewee Information:
- What influenced your decision to pursue this profession?
- What are your major duties or responsibilities?
- What is a typical day/average week like in your job?
- What personal qualities or abilities are most helpful in your work?
- What do you find most satisfying about your job?
- What are some of the challenges you encounter in trying to accomplish your goals?
- If you could do things all over again, would you choose the same path for yourself? What would you change?

Employer Information:
- How does this position fit into your organizational structure?
- With whom in your organization do you have the most contact?
- What do you think about the way the organization operates?

Outlook
- What are the opportunities for advancement in this field?
- What are the current and future demands for people in the occupation?
- What are the possible salary ranges and benefits for someone in your occupation?
- Is there currently a demand for employees in this field?
- Where are the windows of opportunity within the profession?
- What are some new developments in this field of which I should be aware?
- How long does it take to move from one step to the next in this field?
- How do you see jobs in this field changing in the future?

Advice for You:
- Do you have any special advice for someone entering this field?
- Are there professional journals or organizations that would help me learn more about this field?
- How is my background suited for a job in this field?
- What approach do you suggest I take from here?
- Could you suggest other people in the field with whom I could speak? When I contact that person, may I use your name?
- If I concluded that this was the occupation I wished to pursue, what would you say are the most important things one must do to have the best possible chance of breaking into this field?

Be mindful about your experience and do not be afraid to develop your own questions!