



# SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

---

## Preparation:

- How did you become interested in this field?
- What preparation is necessary for entry level jobs in this field?
- How important is graduate school in this field?
- Could you recommend some courses that I should be taking now in preparation for a career in this field?
- Were there any student organizations or volunteer groups that you were involved in when you were in college that helped you gain experience for your career path?
- How does your education and experience relate to what you are doing now?
- How did you get into this field and into this position? What are some alternative routes into the field? What kind of background, training, special programs, or other learning experiences does one need to enter the field?
- What professional journals, books, 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?
- What projects have you worked on that have been particularly interesting?
- What qualifications would you be looking for in a successful candidate? What skills are most important for a position in this field?

## 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 travel involved in your job and if so, how often do you travel?
- 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?
- Is there flexibility in work hours, vacation schedule, place of residence, etc.?
- What parts of your job do you find most enjoyable? Most challenging?

## 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?
- What job choices are there within this field and to what types of other organizations can one move?
- Do you see yourself staying in this field/industry/company?
- What advice do you have for someone preparing to enter this career?

### **Job Routine:**

- Describe how you spend your time during a typical workday/week.
- What do you do every day that you didn't know would be part of the job?
- What major satisfactions do you derive from working in this field?
- What are some of the issues/problems that you deal with in your work?
- How does your time use vary? Are there busy or slow times throughout the year or is it fairly consistent?
- (If you are interested in the company the alumnus is working for) Could you tell me a little about the management style here? How are promotions decided? What does one need in order to be successful in this company? How would you describe the culture?

### **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?
- How should I target my resume for your industry/company?
- What companies or industries do you think I should target?
- What other professionals would you recommend that I speak with for additional information? May I use your name when I contact them?