

INFORMATIONAL INTERVIEWS: SAMPLE QUESTIONS

Below are some typical informational interview questions. Select a dozen or so that you feel will be useful during your interview. You may not be able to ask all of the questions you want to ask, because others may come to mind as the conversation continues. Just be sure that your questions have a smooth conversational flow. You don't want them to feel interrogated and you don't want to seem too rehearsed.

1. What is your job like? A typical day? Week? What percentage of your time is spent doing what?
2. What are the duties/functions/responsibilities of your job? How much variety is there from day to day?
3. How did this type of work interest you? How did you get started?
4. How did you get your job? What jobs and experiences have led you to your present position?
5. Why did you decide to work for this company? What do you like most about this company?
6. How does your company differ from its competitors?
7. Does the company encourage and pay for employee graduate degrees? Other professional development?
8. What are the greatest pressures, problems, or frustrations in the work?
9. What interests you least about the job or creates the most stress?
10. Are there busy and slow times or is the work fairly constant?
11. What do you find most satisfying? Most dissatisfying? Most challenging? Is this typical in this field?
12. Do you have work obligations or expectations outside of the ordinary work hours?
13. What are the typical entry-level job titles and functions? What are some related occupations?
14. What sorts of changes are occurring in your occupation? How rapidly is the field growing?
15. What are the major qualifications or skills to be successful in this occupation?
16. How would you describe your work atmosphere and the people with who you work?

17. What can you tell me about the company culture?
18. What types of training do companies offer persons entering this field?
Is graduate school recommended? An MBA?
19. What abilities or personal qualities do you believe contribute most to success in this field/job?
20. What are the advancement opportunities?
21. How does a person progress in your field? What is a typical career path in this field or organization?
22. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further?
23. How would you assess the experience I've had so far in terms of entering this field?
24. Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more?
25. What do you wish you knew before entering this field?
26. What are the important "key words" or "buzz words" to include in a resume or cover letter when job hunting in the field?
27. Can you suggest other people with whom I might talk who have similar jobs?

Networking Tips, Career Development Center, Albright College, Reading, Pennsylvania. Retrieved from <http://www.albright.edu/resources/careercenter>



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