

Informational Interview Worksheet

Contact Name: _____

Phone: _____ Email: _____

Company Name/Address _____

Visit Date: _____ Time: _____

Possible questions:

1. What are the ideal qualifications for someone in this field related to:
Education/training
Skills
Experience
Personal attributes
2. So you feel that certain personality traits make it easier to do this work well? Which traits?
3. How did you decide to work in this field? For this Company?
4. What is your background? Do you have an area of specialization?
5. What do like/dislike most about this job?
6. How much personal freedom do you have in this job(supervision)?
7. If you had it to do over again, what would you do differently?
8. What is a career path for someone in this field?
9. Are there career options(in this or related fields) that open up as a result of this position?
10. Do you feel it is more beneficial to go to graduate school or obtain work experience and then go to graduate school?
11. What degree(s) would be most helpful?
12. What salary ranges exist in the field?
13. Is the field growing? What are the various types of employment?
14. How secure is employment?
15. Are there advantages to working for small or large firms?
16. What is the typical hiring process? Is that process standard procedure within the industry?
17. What is a typical workday like? A work week? Year?
18. Do you work under a lot of pressure? Is that expected?
19. How many hours a week do you work? Is it common to take work home?
20. Do you travel?
21. Is relocation expected?
22. Are there other responsibilities(civic or social obligations) that are expected?
23. Are there any publications related to this field(trade magazines, etc) that would help me learn more about this field?
24. Are there professional associations related to the field that I could join as a student?
25. Can you recommend other people I could talk to about the field?