

INFORMATIONAL INTERVIEWING

What is it?

Informational interviewing is a means of gaining firsthand insight into a career field or position that interests you. It also provides an opportunity to build your professional network and gain contacts within your future field.

Informational interviews are not intended as a request for employment. The purpose of the meeting is to gather information from someone who is working in a career area that interests you.

Possible Questions

What kinds of decisions do you make?

What percentage of your time is spent doing what?

How does the time use vary? Are there busy and slow times or is the work activity fairly constant?

Who are the individuals you are most likely to interact with on regular basis—clients, co-workers, vendors?

How much “outside” or overtime work is required on your job? (e.g. weekends, nights, etc.) What does this work involve?

Why did you decide to work for this company? What do you like most about this company?

What sorts of changes are occurring in your occupation?

BENEFITS AND FRUSTATIONS

Which aspects of your job do you find most satisfying?

Are there aspects of your job that you find more challenging? How do you deal with these frustrations?

What fringe benefits are offered on your job? What is the average entry level salary for someone in this industry?

Could you describe a typical career path for someone who starts out in this industry?

PERSONAL VIEWS

How did this type of work interest you and how did you get started?

How has your undergraduate training prepared you for your job?

Did you have any practical experience or training, other than college, prior to graduation?

OUTLOOK

What are the opportunities for advancement in this field?

What is the current demand for people in this occupation?

Do you foresee any changes in this demand in the future? If so, what or how?

How is this field likely to be affected by technological changes?

What is the economic outlook for this industry?

WHAT ADVICE DO YOU HAVE FOR ME?