



Informational Interview Questions

Prepare a one-minute introduction – what you are currently doing (education/major and/or occupation), why you are calling, and why you are calling this particular person or company. Set up a brief appointment for an informational interview in person (preferable) or on the telephone.

Prepare some questions that you would like to have answered. They may include some of the following:

1. In the position you now hold, what do you do on a typical day?
2. What are the most interesting aspects of your job?
3. What were your previous jobs that led to your current position (i.e., career path)?
4. Are there positions in this field that are similar to your present position?
5. What are the required qualifications and training for an entry-level position in this field?
6. Are there specific courses a student should take to be qualified to work in this field?
7. What are the entry-level jobs (job titles) in this field?
8. What is the salary range for entry-level positions in this field?
9. What special advice would you give to someone entering this field?
10. If you could do it all over again, would you choose the same path for yourself? Why? What would you change?
11. Do you see this field as a growing one?
12. What is the best way to obtain a position that will start me on a career in this field?
13. Do you have any information on job specifications and descriptions that I may have?
14. What related occupational fields do you suggest I explore?
15. How could I improve my resume for a career in this field?
16. Who else would you suggest I talk to, both in your organization and others? May I use your name when contacting him/her?

(Always ask this as the last question – every contact should get you at least two more!)**

Be sure to get the contact's full name, title, mailing address, etc. Immediately write a thank you letter and keep your contacts apprised of your activity. Let them know that their referrals helped you.