

BONUS HANDOUT INFORMATIONAL INTERVIEW QUESTIONS

When conducting an informational interview, it is important to have a structured approach to ensure that you get your questions asked, and that you come across as professional. Below are some sample questions that you can use to get you started.

- What do you find most satisfying and frustrating about your job?
- What changes are occurring in your field?
- What are the hours? Are you expected to work at home or have evening meetings?
- What skills do you use the most? Functional and soft
- What personality fits best here?
- What skills are most valuable?
- How much time do you work with people? Alone?
- What kind of interactions do you have?
- Who do you frequently interact with?
- Where do you go for help? Is it available?
- How much variety is there in the work?
- Can you be yourself at work?
- How challenging is the work?
- Is the culture competitive, team oriented?
- What is the typical job security?
- What are the growth opportunities?
- How much pressure is there in the job?
- How much authority do you have?
- How much influence or selling is involved?
- What satisfies you about this career?
- Can you work at home?
- Describe a typical day
- What is stressful or annoying about your job?
- How much administrative work is there?
- What does a successful candidate for this field?

- What is the work environment like?
- What is the best way to get your foot in the door?
- What professional associations exist in the industry?
- What trade periodicals should I read for more information?
- Who else should I talk to?
- Can you introduce me?