

Sample Informational Interview Questions

- What is your job like?
- What is a typical day or week like?
- What do you do? What are the duties/functions/responsibilities of your job?
- What kinds of problems do you deal with?
- 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?
- How did this type of work interest you and how did you get started?
- How did you get your job what jobs and experiences have led you to your present position?
- Can you suggest some ways a student could obtain this necessary experience?
- What are the most important personal satisfactions and dissatisfactions connected with your occupation? What part of this job do you personally find most satisfying? Most challenging? What do you like and not like about working in this industry?
- What things did you do before you entered this occupation? Which have been the most helpful? What other jobs can you get with the same background?
- What are the various jobs in this field or organization?
- Why did you decide to work for this company?
- What do you like most about this company?
- Why do the customers choose this company?
- Are you optimistic about the company's future and your future with the company?
- What does the company do to contribute to its employees professional development?
- How does the company make use of technology for internal communication and outside marketing?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What is the best way to enter this occupation?
- What are the advancement opportunities?
- What are the major qualifications for success in this occupation?
- What were the keys to your career advancement? How did you get where you are and what are your long range goals?
- What are the skills that are most important for a position in this field?
- What particular skills or talents are most essential to be effective in your job? How did you learn these skills? Did you enter this position through a formal training program? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- How would you describe the working atmosphere and the people with whom you work?
- Is there a basic philosophy of the company or organization and, if so, what is?
- What can you tell me about the corporate culture?
- What is the average length of time for an employee to stay in the job you hold? Are there incentives or disincentives for staying in the same job?
- How has your job affected your lifestyle?