



OFFICE of CAREER &
PROFESSIONAL DEVELOPMENT

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Informational Interview Questions

Appropriate Questions to Help You Learn About Careers:

- How did you choose this career field? ...get started in this job?
- How did you prepare yourself for this job? ...this profession?
- What classes or projects can I do to prepare myself for this career field?
- Is there a typical career path that most people follow in your line of work? If so, what is it?
- Knowing what you know now, would you take the same job again? ...Why or why not?
- What do you like most/ least about your job?
- What skills and/or personal qualities are necessary to succeed in this career?
- What do you do in a typical day?
- What kinds of internships are available in this type of organization?
- What are the typical entry-level jobs available to college graduates within this field?
- What are the major goals your organization tries to accomplish?
- Would you advise people to enter this career field? ...why or why not?
- What, in your opinion, is the job outlook in this career field?
- What forces typically effect this career field's growth or decline?
- What are some related positions/organizations a person interested in this field might explore?
- Are you a member of any professional associations that you have found useful?
- Who else do you know that I might talk with about this career field? May I use your name in contacting this person?

Make a positive impression. Here are some tips to help you do so:

- Dress in a professional manner.
- Keep the interview brief and to the point. Do not chitchat.
- Do not ask general questions about information you can easily find in a library or on the internet, as this is not the best use of the person's time.
- Always maintain eye contact, smile, and nod occasionally to indicate your interest in what they are saying.
- Take notes if you wish, but do not write everything; rather note key phrases to remind you of the answer or information.
- Feel free to answer questions about yourself if you are asked, or to intersperse some information about yourself.
- Do not forget to ask for names of other contacts. This should always be the last question you ask; in this manner you will be able to expand your network.
- Thank the person for his/her time. Write a thank you note describing what was of value to you.