

SAMPLE QUESTIONS INFORMATIONAL INTERVIEW

Learn as much as you can *before the interview* about the person's work history, interests and education by searching the internet and their LinkedIn profile so that you can prepare questions in advance and adapt the questions based on their experience. Write 6-8 questions on a notepad, bring them to the interview and be prepared to lead the conversation.

Circle questions below that you will ask during the interview.

PREPARATION

- Can you tell me about your career path and how you got where you are?
- I saw on LinkedIn that you interned at ___ before graduating, did you find that internship helpful for finding jobs?
- What are the qualifications you or your organization looks for in a new hire?
- What types of employment or internships would you recommend?
- What's one thing you wish somebody would've told you before going into this field?
- If you could go back and do anything differently, would you change anything?

CURRENT JOB

- What are the major components of your job on a daily basis?
- What are the most rewarding and most challenging parts of your job?
- What are some big projects you're working on now or that you've finished up in the last few months?
- What skills or talents are most essential for effective job performance?
- How would you describe somebody who would excel in this career?

LIFESTYLE/ INDUSTRY GROWTH

- What obligations does your work place on your personal time?
- How much flexibility do you have in terms of dress, hours of work, vacation time or place of residence?
- How rapidly is your field growing?
- How do you see this job changing in the next 5-10 years?

JOB HUNTING STRATEGIES

- How do people find out about these jobs in your industry?
- I noticed you are a member of ___ (professional association)—have you found that helpful?
- Do you have any recommendations for other people I should speak with in the field to learn more? May I use your name when reaching out to him or her?

NATURE OF ORGANIZATION

- How would you define the culture of your organization?
- What is the average length of time employees stay with the organization?
- What type of formal or on-the-job training does the organization provide?

FOLLOW UP

- Would it be alright for us to stay in touch?
- Do you have any recommendations for other people I should speak with in the field to learn more? May I use your name when reaching out to him or her?
- Are there professional associations or experiences that you recommend for someone pursuing this field?

WHAT ELSE DO YOU WANT TO KNOW? WRITE YOUR QUESTIONS BELOW: