Informational Interview Questions

Position-Related Questions:
- What is your job/internship like?
  - A typical day?
  - What do you do? What are the duties/functions/responsibilities?
  - What kinds of problems do you deal with?
  - What kinds of decisions do you make?
  - What percentage of your time is spent doing ______ or how does the time use vary?
- Why did you decide to work for this company?
- Was your internship paid or unpaid? What is the starting salary range for this position?
- What do you like most about this company/position?
- What would you most like to change about your position?
- What are the skills that are most important for a position in this field? How did you learn these skills? How can I evaluate whether or not I have the necessary skills for a position such as yours?
- What abilities or personal qualities do you believe contribute most to success in this job/internship?
- Why did this type of work interest you and how did you get started?
- How did you find your job or internship?
- What jobs and experiences have led you to your present position?
- What part of this job do you personally find most satisfying? Most challenging?
- Does your company offer full-time employment to interns following their internship?

Industry, Field, or Career Path Questions:
- What are the various jobs in this field or organization?
- How does your company differ from its competitors?
- What sorts of changes are occurring in your occupation?
- How does a person progress in your field? What is a typical career path in this field or organization?
- What were the keys to your career advancement? How did you get where you are and what are your long-range goals?
- If you could do things over again, would you choose the same path? Why? What would you change?
- How much travel and/or geographic relocation is required in your field?

College Involvement Questions:
- Does your work relate to any experiences or studies you had in college?
- How well did your college experience prepare you for this job/internship?
- What courses have proved valuable to you in your work? What would you recommend for me?
- How important are grades/GPA for obtaining a job/internship in this field?
- Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about this field?
- What are the educational requirements for this job? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field? Is graduate school recommended? Does the company encourage and pay for employees to pursue graduate degrees?

Advice Questions:
- What kinds of experience, paid or unpaid, would you recommend for persons pursuing a career in this field?
- What special advice do you have for someone seeking to qualify for this type of position?
- Can you suggest other people I might be able to speak with who have similar career interests?
- [If you feel comfortable and it seems appropriate] Would you mind taking a look at my resume?