

# Careers Service

## Informational Interview: Sample Questions

You will not have time to ask nearly all of these questions so pick the top 20 most relevant to the person you are interviewing.

### TYPICAL DAY – ABOUT THE JOB

- What is a typical day like in this job?
  - What do you do? What are the duties/responsibilities of your job?
  - What kind of problems do you deal with? / decisions do you make?
- Do your duties vary? Are there busy/slow times or is the work consistent?
- What part of the work do you find most satisfying / most challenging?
- What are the major frustrations/challenges of this job?
- What are your responsibilities in this position?
- What do you like most / least about this job? What kind of stress do you deal with?

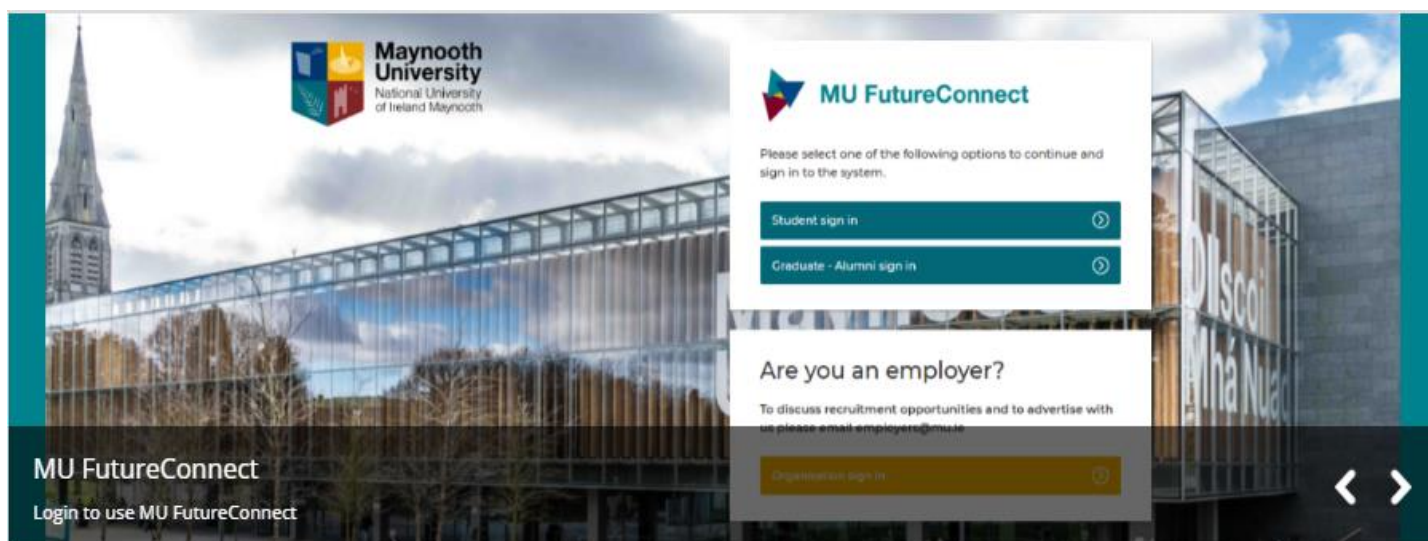
### CAREER AREA IN GENERAL

- What are the various jobs in the field/organisation?
- 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/organisation?
  
- Why did you decide to work for this company?
- How does this company differ from its competitors?
- Why do customers choose this company?
- How would you describe the working atmosphere and the people with whom you work?
- What can you tell me about the corporate culture?
- What is the average length of time that someone would stay in a job such as this?
- What work related values are strongest in this type of work (security, high income, variety, independence)?
- What obligations does your employer have outside of the ordinary workweek? What social obligations go along with a job in your occupation? Are there organisations that you are expected to join? Are there other things that you are expected to do outside work hours?
  
- What can you tell me about the employment outlook in this career area? How quickly is this area growing?
- What are the salary ranges for the various levels within this career area? Is there a salary ceiling?
- From your perspective, what are the problems you see working in this career area?
- What kind of changes do you see coming in this line of work?

### GETTING INTO THIS AREA

- How did you get started in this area?
  - How did you get this job, and what kinds of experience and preparations helped you most?
  - What experience is needed to get into this area?
  - Can you suggest some ways for a student to get this experience?
  - What things did you do before you entered this occupation?
  - What is the best way to enter this occupation? What entry-level jobs are best for learning as much as possible?
  - What are the advancement opportunities?
  - What are the most valuable qualifications for success in this job?
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- How did you get to where you are? Moreover, what are your long-term goals?
  - What skills are most important for a position in this field? How did you learn these skills?
  - Did you enter this position through a formal training programme?
  - If you could do things all over again, would you choose the same path for yourself? Why? What (if anything) would you change?
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- How important are academic results/degree standard for obtaining a job in this area?
  - How well did your university experience prepare you for this job?
  - What kind of training or background is necessary for this type of work?
  - What courses or further studies have proved to be most useful to you in your work? What would you recommend for me?
  - How do you prepare for this work?
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- Knowing what you know now, what advice do you have for someone getting into this work?
  - What qualifications, experience do you look for when interviewing new people in this field?
  - What impresses you in a CV from who is applying for a job in this area/
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- What advice can you give to someone like me who is considering this field?
  - What kinds of experience paid or unpaid would you advise for someone pursuing a career in this area?
  - How would you assess the experience I have had so far in terms of entering this field?
  - Can you recommend any professional journals I could read in this area?
  - What organisations would you recommend joining?
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- I have found speaking to you like this extremely helpful, can you think of one of two other people I could speak to like this?
  - When I contact him/her, may I use your name?

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