Informational Interview

One of the most effective methods of obtaining more detailed information about a particular career is to conduct an informational interview with someone who holds a position that interests you. An informational interview is a meeting with an established professional to learn more about their position, industry and career path. An informational interview:

- Allows you to determine whether the career, industry or company matches your skills, interests and values
- Confirms information you have read and provides access to the most up-to-date career information
- Expands your professional network
- Provides you with tips and information about the career field that may be helpful while applying and interviewing for positions
- Offers an opportunity to see an organization from the inside
- Helps you identify professional strengths and areas for growth/improvement to be successful in your career

Sample Informational Interview Questions

The following are sample questions for an informational interview. Remember to customize your questions to best meet your needs. Add or modify questions as needed.

1. What does a typical day look like in this position?
2. What training, education, personal qualities, abilities and special requirements are needed for this type of work?
3. What part of this job do you find most satisfying or challenging?
4. How did you find your job?
5. Which entry-level positions offer the best opportunities to enter the field?
6. What is the salary range for an entry level position?
7. What is the demand for people in this occupation, and are there opportunities for advancement?
8. What advice would you offer a person entering this field?
9. What types of training do companies offer individuals entering this field?
10. What is your level of freedom to solve problems and take action on the job?
11. Tell me about your working conditions.
12. How has your work changed recently due to technology, marketplace or competition?
13. How will the field change in the future?
14. If you could do things all over again, would you choose the same career path, why or why not?
15. Please suggest the names of other professionals I could contact to talk about this field.
16. __________________________________________
17. __________________________________________

Need more worksheets? Go to the Titan Jobs Resource Library