

Informational Interview

EXAMPLE QUESTIONS

An informational interview is a conversation with a professional to learn about their career, industry, and experiences. Use these sample questions as inspiration to prepare for your next meaningful conversations!

WHAT WORK IS LIKE:

1. What does a typical day or week look like in your position?
2. What are the key responsibilities and tasks involved in your role?
3. How does your role interact and collaborate with other departments or teams within the organization?
4. Which seasons of the year are toughest in your job?
5. How many hours do you work in a typical week?

SKILLS & EXPERIENCE:

1. What educational preparation would you recommend for someone who wants to be in this field?
2. Are there any specific certifications that would be beneficial?
3. What qualifications do you seek in a new hire?
4. How do most people enter this profession?
5. Are there any specific software tools or technologies that are commonly used in your line of work?

COMPANY CULTURE:

1. What is the company culture like in your organization? How does it contribute to your work experience?
2. How does your organization/company differ from others in the same industry?
3. How do you maintain a work-life balance in this role/industry?
4. How does this company evaluate job performance?
5. How much flexibility do you have in terms of dress, schedule, WFH, vacation, etc.?

CAREER PATH:

1. Can you tell me about your background and how you got started in this field?
2. What advice would you give someone who is considering a career?
3. Was your undergraduate major relevant to your current position?
4. How do people find out about openings in this field?
5. Did anything surprise you about working in your role or in this industry?

CAREER ENJOYMENT:

1. What do you find most rewarding about your work?
2. What are the biggest challenges you face in your position?
3. Can you share any notable projects or accomplishments that you're proud of?
4. Why do people leave this field or company?
5. Would you enter this field again if you could start over?

MONEY & ADVANCEMENT:

1. What would be a reasonable salary range to expect if I entered this field? What is the long-term potential?
2. What are the typical career paths or advancement opportunities in this field/industry?
3. Who are the most important people in the industry today?
4. How long does it take to rise to the top in this industry?
5. How is this field affected by economic fluctuations?

INDUSTRY KNOWLEDGE:

1. How do you stay updated with the latest trends and advancements in your industry?
2. Are there any resources or professional organizations you recommend for networking and professional development?
3. Can you share any upcoming trends or changes that you foresee in the industry?
4. Can you describe any significant changes or developments that you've witnessed in the industry during your career?
5. What areas (specialties, types of organizations, geographic locations) do you feel promise the most growth/opportunities?

