

Name _____

Class _____ Date _____

Professional Informational Interview Possible Questions

Introduction...

- Introduce yourself.
 - Hello. My name is Stacey Strenge, and I am a sophomore at Wyndmere Public School in Wyndmere, ND.
- Explain the purpose of your call.
 - We are currently working on a career project in my English class, and one of the assignments is to interview a professional in the field of _____. My goal is to pursue a career in _____, and I was wondering if I could interview you?
- Plan a time to interview (convenient for him or her). Be prepared; the person you are talking to may say that he or she can interview RIGHT NOW!
- Ask if it is okay to record the interview (explain why). If the person says no, thank him or her, but explain that you will need to find someone else.
 - Would it be okay to record this interview?
 - My teacher, Mrs. Strenge, needs a way to verify that I completed this assignment.
- Be sure to get the correct spelling of his or her first and last name and a physical address. Repeat this information back to the person to make sure it is right.
- Be sure to thank the person for taking the time to interview.

What Work is Like...

1. Could you describe one of your typical workdays for me?
2. What skills are required in your position on a day-to-day basis?
3. What parts of your job do you find most challenging?
4. What do you find most enjoyable?
5. Are there any negatives to your job?
6. How many hours do you work in a typical week?
7. Which seasons of the year are toughest in your job? How would you describe the corporate culture?

State of the Industry...

8. Is this field growing enough so that there's room for someone like me?
9. Are too many or too few people entering this profession?
10. What developments on the horizon could affect future opportunities?
11. This industry has changed dramatically in the past five years. What have you seen from inside your company? Where do you think the changes will happen in the next five years?
12. How frequently do layoffs occur? How does it affect the morale of employees?
13. Why do people leave this field or company?

14. Who are the most important people in the industry today?
15. Which companies have the best track record for promoting women and minorities? Are there opportunities for self-employment in your field? Where?

Money and Advancement...

16. What would be a reasonable salary range to expect if I entered this field? What is the long term potential?
17. What is the advancement potential in the field? What is a typical path?
18. How did you get your job?
19. If you could start all over again, would you change your career path in any way? Why?
20. How long does it take for managers to rise to the top? What is the background of most senior-level executives?

Skills and Experience...

21. What educational preparation would you recommend for someone who wants to advance in this field?
22. What qualifications do you seek in a new hire?
23. How do most people enter this profession?
24. Which of my skills are strong compared to other job hunters in this field?
25. What do you think of the experience I've had so far? For what types of positions would it qualify me?
26. Can you recommend any courses I should take before proceeding further with my job search? What companies or industries do you think I should target?

Fitting In...

27. Do you think my objective is clearly stated, realistic and achievable?
28. Considering my background, how well do you think I would fit in this company and/or profession?
29. How does your company compare with others we've discussed?
30. Would the work involve any lifestyle changes, such as frequent travel or late-night business entertaining?
31. Considering all the people you've met in your line of work, what personal attributes are essential for success? Taking into account my skills, education, and experience, what other career paths would you suggest I explore before making a final decision?

More Information...

32. Where can I write to get up-to-date information on salaries, employers, and industry issues?
33. What professional journals and organizations should I be aware of?

34. Is there anything else you think I need to know? Who else would you recommend I speak with? When I call, may I use your name?

Ask for Advice...

35. What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?
36. Do you have any special advice for someone entering this field?
37. What is the salary range for this position in this area based on my level of experience? How would it change with a graduate degree in the field?
38. How would you recommend someone with my background demonstrate these skills in a grad school application?
39. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?

Notes...