

Informational Interview Questions

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What do you do?

- What are the duties/functions/responsibilities of your work or your research?
- If you had to break it up into percentages, how do you spend your day?
- Can you tell me about a typical day or week?

What do you like best / enjoy most?

- Which parts of your job do you find most exciting or satisfying?
- Why did this type of research or this work interest you?
- What do you like most about working in this field?

What are the biggest challenges in this job / industry? What kinds of problems do you deal with?

What kinds of decisions do you make?

What skills are most important in this kind of work?

- How did you learn these skills?
- Any advice for others trying to gain these skills?

What is your professional background?

- How did you get started?
- Which past jobs have been most helpful in getting you to this point in your career?
- What is the best way to enter this field? Do you mind sharing how you landed this particular position?

What is a typical career path in this field or organization?

- How does a person progress in your field? What has contributed to your success in this field?
- What are your long-range goals?
- Do you know what other jobs you can get with the same background?

What do you like most about this organization / institution / company?

- How would you describe the working atmosphere, culture and the people with whom you work?
- Does your organization offer you professional development?

What sorts of changes are occurring in your field / occupation? What are the latest trends?

What advice would you give to someone who's interested in starting out in this field?

Do you have any special words of warning or encouragement as a result of your own experience?

May I send you a LinkedIn connection request?

Important Question: At the end of your meeting, tell the person how much you appreciated their insights, then ask: Is there anyone else you can recommend I speak to for additional information?

Some questions were gathered from these websites: www.livecareer.com & www.northeastern.edu/careers