WHAT’S AN INFORMATIONAL INTERVIEW?

An informational interview is a conversation with a career professional to collect information about a job, career field, industry or company.

An informational interview is not a job interview. It gives you the opportunity to build your network, expand your knowledge of the job market, and learn about potential career paths.

Want to ask the right questions? POSSIBLE.

HERE’S HOW... REVIEW THE TOP QUESTIONS & TIPS.

- What is your educational background?
- How did you decide to go into this field?
- How did you get started in this field?
- Does the career path require an advanced degree and if so, is a master’s or Ph.D a better choice?
- What do you wish you would have known prior to entering this field?
- What is a typical career path for individuals in your position?

- What are your major duties and responsibilities?
- What do you do during a typical work day/ week?
- What do you find most rewarding about your job?
- What were the positions that you had that led to this one?
- What do you like most and least about your job?
- What is the size of your company/organization?
- Are you a global company/organization?
- Where do you have offices?
- What are the challenges facing this industry today?
- What sets your company/organization apart from similar ones in this industry?
Is there travel involved with your job?

Do you work primarily alone or in collaboration with others? With whom?

Who evaluates your performance? How is this done?

What kind of on-the-job training is provided?

What is the on-boarding process like for a new employee?

What are your biggest challenges or problems that you must deal with?

What kinds of skills should a job seeker highlight in resumes and interviews?

What advice do you have for me as I break into this field?

How do you see technology changing/influencing this field?

What specific aspects of my background should I highlight or sell the most when applying for positions?

Do I have to develop some skills or gain some experiences to make myself more competitive?

Do you know other people in the field that I can talk to?

Can I use your name when I contact them?

If I have any questions can I stay in contact with you?

What is a typical entry-level salary in this field?

Are there any professional groups in this field you recommend I join?