



SAMPLE INFORMATIONAL INTERVIEW QUESTIONS

Preparation:

- What preparation is necessary for entry level jobs in this field?
- How important is graduate school in this field?
- Could you recommend some courses that I should be taking now in preparation for a career in this field?
- How does your education and experience relate to what you are doing now?
- How did you get into this field and into this position? What are some alternative routes into the field? What kind of background, training, special programs, or other learning experiences does one need to enter the field?
- What professional journals, books, newspapers, or publications do people in your field generally read? Are any professional associations particularly influential?
- Is there any advice you would give someone just entering the field, maybe something that you wish someone had mentioned when you were starting?

Lifestyle:

- What kind of "lifestyle" choices have you had to make?
- How many hours do you work in a typical week?
- Do you take work home at night?
- Is travel involved in your job and if so, how often are you traveling?
- What is the typical salary range for an entry-, mid-, and upper-level position?
- Do you need to dress in a particular way?
- Has your work experience differed very much from what you imagined it would be? In what way?

Job Outlook:

- Do you anticipate employment in this field to grow, decrease, or remain stable?
- What are the opportunities for advancement? Is there a high turnover rate and if so, why?
- What types of employers hire people in your line of work?
- You mentioned that you made a transition into this field from another career path. How difficult was this?
- What job choices are there within this field and to what types of other organizations can one move?
- Do you see yourself staying in this field/industry/company?

Job Routine:

- Describe how you spend your time during a typical workday/week.
- What do you do every day you didn't know would be part of the job?
- What major satisfactions do you derive from working in this field?
- What are some of the issues/problems that you must deal with in your work?

- (If you are interested in the company the alumnus is working for) Could you tell me a little about the management style here? How are promotions decided? What does one need in order to be successful in this field?

Job Search Techniques:

- What strategies would you be using if you were in a job search for a position in this field?
- Would you mind reviewing my resume and giving me feedback on it?