

Informational Interview Questions

Name: _____

Job Title: _____

Telephone #: _____ Date: _____

1. What do you do in a typical day?

2. How did you get into this type of work?

3. What kind of training and/or education would you recommend for this position? (Are there any licenses or certifications?)

4. What do you like most about your work?

5. What do you like least about your work or would you like to change?

6. Working conditions:
 - Benefits
 - Holidays
 - Sick Leave
 - Overtime
 - Others

7. Salary: What is the full range of salary for this type of position?

8. Are there opportunities for advancement?

9. Additional Questions?

1.

2.

3.

10. Is there someone else in this field that you could refer me to?

(Assess the physical environment, location, people, atmosphere...)

Thank You For Your Time!