

INFORMATION INTERVIEWING

Sample Questions to Ask

I. BACKGROUND INFORMATION

- What was your major in college?
- What was your career/vocational journey like once you graduated from college?
- How did you prepare for entry into your profession?
- How did you locate and secure your current job?
- What specific degrees or experience is necessary for this kind of work?
- If you were to redesign your college experience what would you do differently?

II. CURRENT ROLE INFORMATION

- What is a typical work day like for you? Tasks throughout the day?
- Do you have opportunities for a varied schedule, such as telecommuting, flex time, or job sharing?
- What are the most interesting or challenging aspects of your job?
- What are some of the difficulties and frustrations of your work?
- What are the most significant changes facing your field/organization?
- What is the job outlook in this field?
- What are the salary ranges for various levels in this field?

III. YOUR INTEREST IN THE FIELD

- What experiences would you recommend I have (coursework, internship, volunteer, study abroad, campus involvement, etc.) to prepare for a job in this field?
- What does it take (personality traits, strengths, competencies, experiences) to be successful in this field?
- What do I need to have on my resume to be considered for employment in this field?
- Can you recommend resources that offer helpful information about the field?
- What are some related occupations that I might investigate?
- What professional organizations would you recommend? Publications to read?
- What specific advice would you give a person entering the field?
- Can you provide me the names of two or three other people in this field who might talk with me and provide additional information? May I use your name?
- Would you be willing to review my resume if I emailed it to you?