

INFORMATIONAL INTERVIEWING QUESTIONS

OCCUPATIONAL REQUIREMENTS AND EXPERIENCE

- What skills are necessary to succeed in your field/industry?
- What training, past employment, and experiences led you to or prepared you for this field?
- Is your educational background typical or atypical of your career field?
- What types of special certification, licensing, or advanced degrees are necessary in your field?
- What special qualities do you see as important for success in this occupation?
- If you were in charge of hiring in your field/for your company, what criteria would you use to make your selection?

OCCUPATIONAL ENVIRONMENT

- Please describe your work environment. What parts are enjoyable? What parts would you wish to change?
- What is a typical day like for you? Describe a typical daily “to do” list.
- What do you like most and least about your job? What is the most stimulating aspect of your position?
- What are the current trends within your industry/field?
- How many hours a week do you work? How much overtime is expected?
- How much flexibility are you allowed on the job in terms of dress, hours, vacation...?

ORGANIZATION

- How did you select this organization/company?
- Who do you come into contact with on a regular basis (clients, vendors, volunteers)?
- How often do you receive feedback from your supervisor?
- Do you think there are any biases (gender, age, ethnicity, orientation) within your industry/organization?
- What sort of problems—at the company, division, or department level—do you encounter?
- What kind of meetings do you participate in? How often?
- Who are your company’s competitors?

ADVICE

- Are there any professional groups or associations that I should belong to?
- Should I obtain any licenses or special training?
- Do you know of any other professionals in this field who might be willing to talk with me?
- What advice can you offer to someone interested in entering your field?
- What’s the best method for finding a job in this field?
- Are there any majors or college courses you would recommend?