

Community College of Vermont

Sample Informational Interview Questions

You will want to prepare a list of your own questions for your informational interview.

Here are some examples:

- What is your job title?
- What are other commonly-used titles for this position?
- On a typical day in this position, what do you do? Do you have a set routine? (As the person describes the duties, ask what skills are needed). How much variety is there on a day-to-day basis?
- What training or education is required for this type of work?
- What kinds of courses are most valuable in order to gain skills necessary for success in this occupation?
- What degree or certificate do employers look for?
- What kind of work/internship experience would employers look for in a job applicant?
- How can a person obtain this work experience?
- What entry level jobs are best for learning as much as possible?
- How did you get your job?
- What opportunities for advancement are there in this field? To what position? Is an advanced degree needed? (If so, in what discipline?)
- Which skills are most important to acquire? (i.e. which skills do employers look for?)
- What are the main or most important personal characteristics for success in the field?
- How do you see jobs in this field changing in the future?
- Is there a demand for people in this occupation?
- What are some related occupations?
- What are the different salary ranges?
- Does the typical worker have a set schedule (i.e. 8 a.m. to 5 p.m.) or are the hours flexible?

- What are the demands and frustrations that typically accompany this type of work?
- What special advice would you give a person entering this field?
- How can you determine that you have the ability or potential to be successful in this specific occupation?
- Which professional journals or organizations would help me learn more about this field?
- What types of technology are used and how are they used?
- If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
- What has been your career path from college to present?
- What are the most satisfying aspects of your work?
- What are the greatest pressures, strains or anxieties in your work?
- What are your major job responsibilities?
- What are the toughest problems and decisions that you face in your work?
- What are the dissatisfying aspects of your work? Is this typical of the field?
- How would you describe the atmosphere/culture of your work place?
- Do you think I left out any important questions that would be helpful in learning about the job or occupation?
- Can you suggest others who may be valuable sources of information? When I call him/her, can I use your name?