

Name:

Date:

Informational Interview Questions

Who are you interviewing? _____

What is or was their career? _____

1. What are your responsibilities in this position?

2. What kind of training or educational background is necessary for this type of work?

3. How did you get this job, and what kinds of experience and preparation helped you most?

4. What do you like most and least about this job?

5. Knowing what you know now, what advice do you have for getting into this work?

6. What personal qualities or abilities, are important for doing well in this kind of work?

Name:

Date:

7. What advice would you have for someone like me, who in high school is considering this career field?

Come Up With Two of Your Own Questions:

8. _____ ?

9. _____ ?

10. Can you recommend another person I could interview like this? If so, what would be the best way to contact them (e.g., phone call or email) and may I use your name?

Informational Interview Tips

You can start by asking family and friends if they know anyone that they can connect you with. If that doesn't work you can ask your teacher or counselor, but you may also reach out to local business, schools, universities, or hospitals to help find someone that would be willing to talk to you.

- *Try to keep the interview brief to respect their time (i.e., 15-20 minutes)*
- *Make sure you don't take up more of a person's time than you asked for and they agreed to give you.*
- *Thank the person for their time and help.*

Questions Adapted From: <http://bestcareermatch.com/interview-questions>