

Information Interview/Career

Set up interviews with several people including employers in the field you are considering, asking them specifically what they do. The purpose is primarily gathering information, not job hunting. Below are some questions you might want to ask. Feel free to add, delete or change the order to fit the situation. Use this sheet as a guide – do not carry it into an interview with you to fill out.

1. Name and Job Title _____
2. Organization _____
3. Telephone Number _____
4. Work Performed (daily routine) _____
5. Experience and educational requirements _____
6. How did you obtain the position? _____
7. What opportunities are there for advancement? _____
8. What do you predict will be happening in this field in 2-5 years? _____
9. Describe the supervision received by a person in this position. _____
10. Describe the supervision given by a person in this position. _____
11. Describe any in-service or ongoing training _____
12. Are there any pre-employment tests? _____
13. What equipment or business machines are operated? _____
14. Describe the working conditions or the job setting. _____
15. Approximate salary or range _____
16. Hours (any peak or seasonal variations?) _____
17. Some of the satisfactions of this job are _____
18. Some of the headaches of this job are _____
19. Can you recommend other people or organizations that I can contact? _____
20. Do you have knowledge of schools that carry weight in the industry? _____