

Handout # 6: Informational Interview Questions*

1. What are your main responsibilities as a...?
2. What is a typical day (or week) like for you?
3. What do you like most about your work?
4. What do you like least about your work?
5. What kinds of problems do you deal with?
6. What kinds of decisions do you make?
7. How does your position fit within the organization/career field/industry?
8. How does your job affect your general lifestyle?
9. What current issues and trends in the field should I know about/be aware of?
10. What are some common career paths in this field?
11. What kinds of accomplishments tend to be valued and rewarded in this field?
12. Are there related fields I should consider looking into?
13. How did you become interested in this field?
14. How did you begin your career?
15. How do most people get into this field?
16. What steps would you recommend I take to prepare to advance in this field?
17. How relevant to your work is your undergraduate major?
18. What kind of education, training, or background does your job require?
19. What skills, abilities, and personal attributes are essential to success in your job/this field?
20. What are the most effective strategies for seeking a position at your level?
21. Can you recommend trade journals, magazines or professional associations that would be helpful for my professional development?
22. If you could do it all over again, would you choose the same path for yourself? If not, what would you change?
23. I've read that the salary range for this field is usually in the range of _____? Does this fit with what you've seen? (Don't ask about the person's actual salary.)
24. What advice would you give someone who is considering this type of job?
25. Can you suggest anyone else I could contact for additional information?

*Adapted from the Career Center at University of California at Berkeley: <https://career.berkeley.edu>