



Suggested Questions for Informational Interviews

Whatever approach you use, be specific in your request and remember you only need 20 minutes of the person's time to ask some questions. Explain you are considering their field and would appreciate the chance to learn more – emphasise you are only asking for information and advice. Remain true to this agenda; don't try to turn it into a job interview. Prepare your questions in advance and if you are going in person then dress appropriately and arrive in good time. Have focused questions prepared and ask if you can take notes – you could also ask for suggestions of others you could talk to. Make sure you stick to the agreed time limit. Be sure to promptly thank the individual.

About the Individual

- What would you say is the best path to this career?
- What attracted you to this industry, your company, and your job?
- What do you enjoy most about this industry, the company, and your job?
- What aspects of your career have you found most and least rewarding and why? Any regrets?
- What are your educational and career backgrounds? What would you do differently if you were starting over?
- What do you see as possible next steps for you? What career expectations do you have in the short and long term?
- What are you most excited or concerned about for this industry/company/career path in the future?
- If you were in the job market tomorrow, what would you do?

About the Job

- What are your primary responsibilities? How do you spend your time?
- How do you value/measure your results and effectiveness?
- What do you do in a typical day or week? How much time are you in meetings, on the phone, on the road, and working in teams versus working independently?





About Skills

- What skills are most critical to your success?
- What weaknesses in a person's skill set would make him or her ineffective in this business?
- What are the most valuable skills in your job? Which experiences enabled you to develop these skills?
- How do you keep skills current? What do you read? What professional associations do you belong to? What seminars or continuing education do you consider useful?

About the Company

- What would you do differently if you ran this company?
- What are the common misconceptions about working in this company?
- What do you see as the biggest competitive challenge for your company?
- What are some of the defining characteristics of the Graduates who have been hired by your company in the past for this position?
- How many Graduates does your company typically hire each year? Can you describe the process? How many will have worked during the summer on a placement or internship?

About the Industry

- What have been your biggest surprises in this field?
- What motivates you to continue in this business? What do you like most?
- What are the vulnerabilities of this business? What worries you?
- What do you expect of people starting out in this field? What educational and personal qualities in candidates attract you? How do you determine a candidate's compatibility for the field, including education, personality, and cultural considerations?
- Can you recommend others I can talk to about this field?
- What are some of the ways I can become familiar with the industry jargon?

About Me

- What kind of job responsibilities could I expect as a new graduate?
- What strengths and weaknesses do you see in my current background?
- Is there anything else you think would be helpful as I consider this field?
- Looking at my CV, what advice would you have for me on next steps if I were interested in this industry/company/career?

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