

## INFORMATIONAL INTERVIEWS

Informational interviewing is the process of gathering career information from people working in areas that interest you. These interviews allow you to extend your career research beyond the company's website. Informational interviews give you additional insight regarding the company culture, overall industry and methods to pursue an industry. Informational interviews can be held in various settings: informal over coffee, formal at a company location, via skype, email, and text. Being ready and prepared for informational interviews will help you feel more comfortable when you meet the key and high-level employers.

## WHAT IS WORK LIKE?

- Could you describe a typical day for me?
- What direct and general skills are required for your position?
- What parts of the job and career do you find most enjoyable?
- What parts of your job do you find most challenging?
- How many hours do you work in a typical week?
- How would you describe the overall company?

## STATE OF THE INDUSTRY

- What is the estimated growth of this industry?
- Are there too many or too few people entering this industry?
- What developments in this industry could affect future opportunities?
- How frequently do layoffs occur? What does this do to the morale of the company?
- Why do people normally leave this industry or company?
- Are there opportunities for self-employment in this industry? If so, where?

## MONEY AND ADVANCEMENT

- What would be a reasonable salary range to expect if I entered this industry?
- What is a typical path for potential advancement?
- How did you get your job?
- If you could start over all with your career/job, would you change your career path?
- What are the backgrounds of the senior staff?

## SKILLS AND EXPERIENCE

- What educational preparation would you recommend for someone pursuing this career and industry?
- What qualifications do you seek in a new hire?
- How do most people enter this profession?
- Which of my skills would you consider beneficial to the company and industry?
- What are your thoughts regarding my current experience?
- What types of positions do you feel I would qualify for within this company and career?
- Can you recommend any courses or education I should take before proceeding further with my job search?
- What companies or industries do you think I should pursue?

## FITTING IN

- Considering my background, how well do you think I would fit in with this company and profession?
- How does your company compare with others we've discussed?
- Would this type of work involve any lifestyle changes such as frequent travel, late night, and entertaining?
- Considering the people you have interacted with, what personal attributes are essential for success?