Questions To Ask During An Informational Interview

My Occupational Industry:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My Ideal Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What are your main responsibilities for someone in your position?
* What is a typical day (or week) like for you?
* What do you like most about your work?
* What do you like least about your work?
* What kinds of problems do you deal with?
* What kinds of decisions do you make?
* How does your position fit within the organization/career field/industry?
* How does your job affect your general lifestyle?
* What current issues and trends in the field should I know about/be aware of?
* What are some common career paths in this field?
* What kinds of accomplishments tend to be valued and rewarded in this field?
* What related fields do you think I should consider looking into?
* How did you become interested in this field?
* How did you begin your career?
* How do most people get into this field? What are common entry-level jobs?
* What steps would you recommend I take to prepare to enter this field?
* How relevant to your work is your certification/degree?
* What kind of education, training or background does your job require?
* What skills, abilities, and personal attributes are essential to success in your job/this field?
* What is the profile of the person most recently hired at my level?
* What are the most effective strategies for seeking a position in this field?
* Can you recommend trade journals, magazines or professional associations which would be helpful for my professional development?
* If you could do it all over again would you choose the same path for yourself? If not, what would you do differently?
* I’ve read that he entry-level 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 personal salary)
* What advice would you give someone who is considering this type of job (or field)?
* Can you suggest anyone else I could contact for additional information?

<https://career.berkeley.edu/Info/InfoQuestions>