An Informational Interview is a meeting with an experienced professional intended to help one gather information about a specific type of position, a field of interest, etc. The following are sample questions that may be asked:

**Preparation for the Job**

* What background experiences are necessary for this type of role?
* What are the most important skills/competencies for this position?
* How did this type of work interest you and how did you get started?
* How did you get your job? What jobs and experiences have led you to your present position?
* Can you suggest some ways one could obtain this necessary experience?
* What particular skills or talents are most essential to be effective in your job? How did you learn these skills? Did you enter this position through a formal training program? How can I evaluate whether or not I have the necessary skills for a position such as yours?
* What abilities or personal qualities do you believe contribute most to success in this job?
* Do you have any advice for someone interested in this job? Are there any written materials you suggest I read? Which professional journals and organizations would help me learn more about it?
* What kinds of experience, would you encourage for anybody pursuing a career in this area?
* Can you suggest other people I should talk to? May I use your name as a referral?

**Nature of the Job**

* What is your job like?
* What is a typical day?
* What do you do? What are the duties/functions/responsibilities of your job?
* What kinds of challenges/problems do you deal with consistently?
* What are the type of decisions you have to make?
* Are there busy and slow times or is the work activity fairly constant? How would you categorize (in terms of %) how you spend your time?
* What part of this job do you find most satisfying? Most challenging?

**Work Environment**

* How would you describe the working atmosphere and the people with whom you work?
* What can you tell me about the work/corporate culture?
* Is there flexibility related to dress, work hours, vacation schedule, place of residence, etc.?

**Career Path/Advancement**

* Are you optimistic about the department’s/organization’s vision for the future and your future with the organization?
* What does the organization do to contribute to your professional development?
* How does a person progress in your field/position? What is a *typical* career path in this field?
* What were the keys to your career advancement? How did you get where you are?
* If your job progresses as you like, what would be the next step in your career?
* If you could do things all over again, would you choose the same path for yourself? Why? What would you change?