

INFORMATIONAL INTERVIEW

Name of Person Interviewed _____

Official Title _____

Years in Current Position _____

Date Interviewed _____

Use the questions below as a guide to help you gather the information you desire.

1. How did you decide to enter this field?
2. What kind of education and training did you have?
3. What personal qualities are important for an individual considering this field?
4. What do you wish you had known before entering this field?
5. What kinds of preparation do you wish you had?
6. What are your typical duties and responsibilities?
7. What do you like best and find most rewarding?
8. What do you like least and find most frustrating?
9. How is your time divided between people, data and things?
10. What are some of the positive and negative aspects of working in this field?
11. How much influence do you have over decisions that affect you?
12. What additional training and qualifications are necessary for advancement?
13. Do people typically get promoted from within or do they move on to another company in order to advance?
14. What is turnover like in this company/field?
15. What types of training or professional development is offered at your company?
16. What types of internships or part time jobs would you suggest to people before they enter this field?
17. What specific advice would you give to someone considering this field?
18. Are you familiar with any professional associations that might be helpful for me to learn more about?
19. Could you recommend any other people working in this field who might be willing to talk to me?
20. Is there anything I should be asking that I have forgotten?

Suggested Web Sites for Additional Information:

http://www.quintcareers.com/informational_interviewing.html

<http://www.career.fsu.edu/experience/information-interviews-guide.html>

Remember to send a Thank You Note!

