

Informational Interviewing

Sample Questions



Work Environment:	Job Requirements and Experience	Advice or Leads:
<ul style="list-style-type: none"> • How would you describe your work environment? • How would you describe a typical day/week/month/cycle – regular duties, projects? • What portion of your job involves interacting with others, including co-workers & clients? • What do you like most about your job? What would you change if you could? 	<ul style="list-style-type: none"> • What personal qualities do you see as important for success in this job? • Is much travel involved in your job? If so, how much and what type? • How do most people enter this field? • What college courses have been most helpful to you in your position? • Are there academic programs or colleges/universities that you might recommend? • What did you do to prepare for this occupation? (work, education, internships) • How competitive is it to get a job in your field? • How do you advance in this field? • What's your advice to someone thinking of entering this field? 	<ul style="list-style-type: none"> • If you were in charge of hiring someone to assist you in your work, what criteria would you use to make your selection? • Are there any professional groups in the field that you would recommend to join? • Can you refer me to any other people in the field who might be willing to talk with me about their experiences? • Did you do an internship in this field? • Do you know of any co-op or summer employment (internship) opportunities that would benefit me? • What was the best advice you received when you started in this field?

Business

- How do you prioritize your tasks?
- How do you market your business? How are people aware of your business?
- Why do your customers select you over your competitors?
- How do you generate your marketing plans?
- What is your management style?

Creative Arts

- How would you define success for someone in your chosen career?
- As technology grows, in what way is your occupation changing?
- How and when do you evaluate your work?
- How important do you feel it is to communicate with the sales team?
- Describe your most successful marketing campaign?

Health Careers and Nursing

- How do you ensure your organization delivers the best care, for every patient, every time?
- Discuss your efforts to promote disease prevention and wellness.
- How do you ensure your organization is keeping up with the continual advances in medical technology?
- How do ensure results are measured in real time?
- What are the different types of _____?

Hospitality

- How did you decide if you wanted a position for “front of the house” or “back of the house”?
- What types of professional development or training would be additionally beneficial for this position?
- How do you handle difficult situations such as deliveries not made, staff calls off, or food allergies?
- Tell me about a time when customer service was at its best? Its worst?
- Have you ever been asked to travel for your job? What if I don't know the language or foods of the country?

Humanities, Liberal Arts, Social and Behavioral Sciences

- How would you encourage innovation within your organization?
- What is the work environment and culture like at _____?
- How would you deal with a challenging family/student?
- What are the challenges of working with blind/deaf/handicap-able people?
- What made you interested in working with in this field?

Industrial Manufacturing and Construction

- Do you have an example of a time when you applied your ability to use analytical techniques to define problems or design solutions?
- What are you doing to stay current with the latest technology?
- Describe a time when you received criticism from a supervisor or professor. How did you respond?
- What is an example of a problem where you had to think on your feet?
- Can you describe an occasion when you worked on a team and something did not go well? How did you respond?

Information Technology

- Do you prefer to work with Hardware or Software?
- What do you expect in the solution documents you are provided?
- What companies do you see as the biggest competitors to this company?
- What is the biggest IT challenge you have faced and how did you handle it?
- What is the most creative project you've worked on?

Public Safety

- Tell me about your ability to work under pressure?
- How do you go about resolving conflict?
- What does leading by example mean to you?
- What do you feel are the main roles and responsibilities of this position?
- Did you do an internship in this field?

Science, Technology, Engineering and Mathematics

- What are some of your favorite projects that you've worked on? Why are these particular favorites?
- What are some of the specialties in this field?
- What are some of the trends you see emerging in your field that could help today's students prepare for employment?
- What software do you really know?
- How do you keep pace technically and technologically?