



In order to maximize the job shadow experience, you should prepare a list of informational interview questions in advance of your visit.

1. What characteristics, skills and education are needed to succeed in this job/occupation?
2. What do you do in a typical day's activities in this position?
3. How did you get into the profession? Tell me about your career progression. What degree/academic training is needed for a job in this field?
4. What is a typical career path for someone in your field?
5. Are there undergraduate courses, internships, part-time jobs, or extra-curricular experiences that you recommend for preparing for this type of work?
6. Which of your college courses do you use most in your work?
7. Are there any new "trends" in this profession/industry that will change the nature of future jobs?
8. What do you like best about this job?
9. What do you like least about this job?
10. What are some challenges or frustrations in this job?
11. What technologies are integrated into this career field?
12. What professional organizations are active and responsive in this career field?
13. What preparation would you suggest for someone interested in this field?
14. What, if anything, would you do differently if you could start over and why?
15. With whom in your organization do you have the most contact?
16. Do you have any special advice for someone entering this field?
17. What recommendations do you have for someone who would like to enter this field?
18. Is there specific training required for this field?
19. Does this position require irregular hours, weekends, evenings, and holidays? How much control do you have over your schedule?
20. What entry-level jobs are best for learning as much as possible?
21. How competitive is entry into this field? What is the outlook for future openings?
22. What salary range can one expect at entry-level?
23. Are there special considerations for women/minorities starting in the field?
24. Describe some of your work values. How are those realized in your work?
25. What kind of work schedule does this career require (overtime, flextime, part-time, job sharing, travel, on-call, 9 to 5, available by pager)?
26. What types of career development opportunities does your organization/department offer?
27. What challenges might a new employee encounter in adjust to this job/organization?
28. What professional organizations do people in this field belong to?
29. Are there any internship opportunities offered through your organization?
30. Who else might you suggest I talk to for additional information about this career? May I use your name to introduce myself?