

INFORMATIONAL INTERVIEW QUESTIONNAIRE

Job Name/Career _____

Person Interviewed _____ Date _____

Company _____ Telephone _____

1. What type of education is required for this job? _____

2. Where did you receive your education and how long did it take? _____

3. If you went to school, did school adequately prepare you for this job? _____

4. Is there opportunity for advancement? _____

5. What are your major responsibilities? _____

6. What proportion of your time is spent on what kinds of activities? _____

7. What are the criteria on which your performance is evaluated? _____

8. From whom did you get help in planning or preparing for this field? _____

9. What kinds of pressures have you faced in getting to this point? What have been the most significant influences (positive and negative) in your career planning (i.e. people, experiences, events)? _____

10. How easy or difficult would it be for you to get a similar job in another business, industry or setting? _____

11. What do you perceive to be the major rewards of the job? _____

12. What do you like most about this work? What are the major frustrations in this job? _____

13. What kind of lifestyle is associated with this job? Is travel required? Other areas: overtime, evening work, time for leisure, set hours, etc. _____

14. What talents, skills and abilities do you think are important for success in this job? _____

15. What is the entry-level salary range? _____

16. What are the advantages, disadvantages of the working conditions? _____

17. What are the physical demands of this job? Specify in regard to number of pounds you need to lift on a repetitive basis (push, pull, etc.). How much sitting, standing, stooping is required? Did you need to pass a physical exam to get your job? _____

PLEASE THANK THEM FOR THEIR TIME!

It would also be appropriate to send a formal thank-you letter through the mail as they have just given you some very valuable time and information.