



Career Preparation Center

Certificate of Career Preparation
This is to affirm that
a completed
Jordan Smith
Institute Proudly

Informational Interview Questions

Career and Personal Background Questions

- What was your college major?
- Why and how did you choose this career field?
- What has been your career path?
- What are the toughest problems you have to deal with?
- What is the most rewarding part of your job?
- If you were to leave this kind of work, what would drive you away?
- If things develop as you like, what does the future hold for your career?
- If you were a college graduate again, and had the opportunity to do it all over again, what would you do differently knowing what you know now?

On-the-Job

- What do you do on a typical day in this position?
- What training, education and licenses are required for this work?
- What kinds of prior experience are absolutely essential?
- Does your work become more interesting as you stay longer?
- What entry-level opportunities offer the most ability to learn a great deal?
- What is the typical salary range for these positions?
- What obligations do your work place on you, outside the regular work week?
- If you were to hire someone to work with you today, which of the following would be most important to your hiring decision and why: Educational credentials? Past work experience? Personality/personal attributes? Specific skills/talents?
- What is the average length of time that employees stay with the organization?
- What type of formal or on-the-job training does the organization provide?
- How does the organization compare/differ with its competitors?

Career Preparation

- What types of internships or employment would you recommend if I wanted to pursue [field] as a career?
- What personal qualities or abilities are pertinent to be successful in this job?
- What opportunities for advancement are available in this field?
- What special advice would you give a person entering this field?
- How do people find out about these jobs?
- How do you see this field changing in the future?
- Is there a demand for people in this occupation?
- Which professional publications and organizations would help me learn more about this field?
- With the information you have about my education, skills and experience, what other fields would you suggest I research further before making a final decision?
- What do you think of my background/résumé? Do you see any problem areas or weaknesses?
- Who do you know that may also be willing to speak with me as well? May I use your name?