



Informational Interview Questions

Approaching the company for an Informational Interview:

- ✓ *“Hi, my name is _____ and I am a student at Penn State Behrend. I’m interested in learning more about the field of _____ and am hoping to schedule a job shadowing opportunity or informational interview to discuss potential career paths. _____ suggested I call and speak with _____. (OR) May I speak with _____? (OR) can you tell me who would be the appropriate contact for me and how I can reach him/her? Can you please spell their name for me and provide their title? Does _____ prefer to be contacted via e-mail, fax, or mail? Can I verify the address/number? Thank you very much for your time and assistance.”*
If leaving a voice mail, state who you are, why you are calling, and SLOWLY and CLEARLY leave a call-back number.

Below is a list of questions you can ask during an informational interview. Learn what you can about the company before your experience so you can ask educated, thoughtful questions. You may consider typing these questions and leaving space to write notes during your interview.

- ✓ Please describe a typical day of work.
- ✓ What are the most interesting aspects of your job?
- ✓ What part of your work do you consider dull or repetitious?
- ✓ What is the typical work environment like for a person in this area?
- ✓ What steps did you take to gain your current position? Educational Background?
- ✓ What is the top job a person can have in your line of work?
- ✓ What other positions have you held? How do your current job duties differ?
- ✓ Are there any specific courses a student might take that would prove particularly beneficial in the field?
- ✓ What types of training do companies give to persons entering this field?
- ✓ What are the basic prerequisites for your job?
- ✓ What are the salary ranges for various levels in this field?
- ✓ What positions might be similar to ones in this occupation?
- ✓ What aspects of a career in this field do you consider particularly good? Bad?
- ✓ What special advice would you give to a new professional entering this field?
- ✓ Is there currently a demand for people in this field?
- ✓ How do you see your job changing over the next five to ten years? What can I do to prepare myself for such changes?
- ✓ How could I find more information about job descriptions for positions in this field?
- ✓ Can you recommend a relevant trade journal, magazine, or organization that would help me to learn more about the field or to meet people in the field?
- ✓ Where is the best place to find position openings?



PENNSSTATE



Erie The Behrend
College