Career Informational Interviewing Questions

What is your job like?

* A typical day?
* Are most positions in your field salary or hourly? How much overtime is required?
* What do you do? What are the duties/functions/responsibilities of your job?
* What kinds of problems do you deal with?
* What kinds of decisions do you make?
* How would you describe the working atmosphere and the people you work with?
* What is the average length of time for an employee to stay in the job you hold?
* Are there busy and slow times or is the work activity fairly constant? Is it ever stressful?
* Is there flexibility related to dress, work hours, vacation schedule, & place of residence?
* How often do you travel for work?
* How has your job affected your lifestyle?
* Can you tell me about one of your most meaningful work-related experiences? Most challenging?

Researching & Choosing a Career:

* Why did this type of work interest you? How did you get started and what experiences have led you to your current position?
* What do you like and dislike about your occupation? What is most challenging for you?
* Why did you decide to work for your current employer?
* What do you like most about this company?
* What are some local employers in this field? If I would like to shadow, interview someone, or intern, do you have any suggestions for where individuals or organizations I might be able to contact?
* What is the employment outlook in this field? (Will there be more or fewer jobs available in the future?) How is the economy affecting this industry?
* How does a person enter into the field? What is a typical career path? What are the opportunities for advancement?
* What are the educational, requirements for this job? Is graduate school recommended? What other types of credentials or licenses are required? What types of training do companies offer persons entering this field?
* How would I know if this field would be a good fit for me?
* If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
* How important are grades/GPA for obtaining a job in this field?
* How do you think graduation from a private (or public) university is viewed when it comes to hiring?
* How did you prepare for this work? If you were entering this career today, would you change your preparation in any way to facilitate entry?
* What kinds of experience, paid or unpaid, would you encourage for anybody pursuing a career in this field?

Professional Skills & Advancement:

* What are your short and long-range goals?
* How have you developed your skills and/or advanced within the field?
* What skills or abilities are most important for someone in this field?
* Are there incentives or disincentives for staying in the same job?
* What are the salary ranges for various levels in this field? Is there a salary ceiling?
* What do you find most rewarding about your job?
* What are the legal and ethical aspects of this job that someone going into the field should be aware of?
* How well did your college experience prepare you for this job?
* What courses have proved to be the most valuable to you in your work? What would you recommend for me?
* Do you have any advice for someone interested in this field/job? Are there any written materials you suggest I read? Which trade/professional journals and organizations would help me learn more about this field?
* What is some advice you wish you had been given?

Work as Ministry:

* Does your faith affect your work? If so, how?
* Do you need to be cautious about expressing your religious beliefs at work?
* Do you ever have opportunities to share your faith at work? If so, what do you believe are the most (and least) effective ways to do this?
* Are there any aspects of your job that are especially challenging to reconcile with your faith? What do you believe is the greatest obstacle, dilemma, or challenge facing Christians who are currently working in this field?
* What opportunities does your job give you to glorify God and bless others?
* Do you have a community of other believers within your field?