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### Sample Informational Interview Questions and Tips

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What do you like most / least about this career?

How did you get your start?

What are employers looking for in this career (skills, education, experience)?

What are some professional associations that you belong to or those that I should explore?

What are the current job prospects like?

What's the best way to find out about jobs in this field and how should I go about connecting to these resource(s)?

What are some of the specific skills and knowledge that you need for your positions or positions like yours?

What is the career ladder for this position?

What would you recommend I do at this point to get into this field?

Are there related fields I might want to look into?

What makes a resume impressive in your field?

Is there anyone else you would recommend I talk to in this field?

#### **To learn more about a specific company, ask questions like these**

What's the corporate culture like here and what is unique about the company that makes it stand out?

How do you normally hire and what do you specifically look for in a candidate?

What are the prospects of career growth as well as the average turnover in this type of job?

Which firms do you think are your toughest competitors, and how do they differ from your company?

#### **What else do I need to know?**

- Make a good impression. This person may provide additional referrals that could lead to a job.
- Keep it brief during the initial meeting. Limit to 30 minutes based on how the conversation is going.
- End the interview with stating any follow up actions you will take based on their recommendations.
- Thank them for their time and information, and send a thank-you note after your meeting.