

Informational Interviewing

PDCO Career Resources

Suggested questions

Structure/Nature of the work

- What do you do in a typical day?
- What is the work environment and like and who do you interact with?
- What are the most difficult decisions you have to make?
- What style of supervision is used in your job?
- How are you evaluated?

Training/Qualifications

- What are the educational training requirements for this job?
- How did your training prepare you for this position? Are there any additional courses you would recommend outside of your program?
- How did you enter this field and how did you get this job?
- What recommendations do you have for someone who wants to break into this field?
- What abilities and interpersonal qualities do you feel contribute most to the success in this job?
- What strengths do you think those successful in this field possess? How have your strengths contributed to your success in this position?

Stress and work/life balance

- What part of this job is most satisfying?
- What are the skills that are most important for a position in this field?
- What are the most important personal satisfactions and dissatisfactions connected with your occupation?
- How would you characterize the pressure and demands of your role?
- What effect does this career have on your life style?

Growth Opportunities and career path options

- How does a person progress at your organization?
- With the information you have about my background (education and experience), what other jobs would you suggest I research?
- If your work were suddenly eliminated, what kinds of work do you feel prepared to do?
- What is the next step in your career?

Salary

- What are the typical salary ranges for various levels in this field?
- I've heard/read XX is a typical salary range for this field, is that accurate?

Additional Resources/Recommendations

- How can I learn more about positions similar to this one?
- With the information you have about my background (education and experience), what other jobs would you suggest I research?
- Can you recommend any professional journals, upcoming conferences/workshops, or professional association memberships that relate to this line of work?
- Can you recommend a few good recruiters?
- [If appropriate and gauging your comfort level] Would you mind taking a look at my CV and/or Resume?
- Who else would you suggest I speak with to continue my research?