**ACTIVITY 6: Informational Interviews— Suggested Questions**

**Job Description**

1. What are your major job responsibilities? If possible, describe a typical work day or work week.
2. What aspects of your job do you enjoy most/least?
3. How is your time divided between working with people, data, and things?

**Career Path**

1. How did you get into this field? Would you describe your career path?
2. What are the typical entry-level jobs in this field? What are some possible career paths?
3. How do most people enter this field?

**Work Environment**

1. How would you describe your work environment?
2. How much flexibility are you permitted in your job? How much autonomy do you have?
3. How much work do you take home? How many hours do you work each week?
4. Would a geographic move affect your career? If so, why?
5. What are your biggest challenges or problems you have encountered?

**Industry**

1. What are the challenges facing this industry today?
2. Who do you consider to be the leaders in this industry? How do you view the current state of the industry?
3. What changes do you see occurring in this field? Will the type and number of jobs change significantly over the next 10 years? What, if any, will be the effect of changing technology on the field?

**Preparation**

1. What do you wish you had known before you entered this field? What is the best advice you were given when entering the field?
2. What are the minimum qualifications a person needs to enter this field?
3. Are there any professional groups in the field that you recommend I join?
4. Where might I find job descriptions and other specifications for some of the positions in this field? Do you have any suggestions on my job search strategy?

**Organization/Company**

1. What is the size and structure of your organization? What geographic locations do you have offices?
2. How does the work of your group/division/office fit into the work of the overall organization? What is the average length of time employees stay with the organization?
3. What type of formal on the job training is provided?

**General**

1. Are there any questions I should have asked but did not?
2. Do you mind if I stay in touch with you regarding my career search?
3. Is there anyone else in the field with whom you would suggest I speak?