

INFORMATION INTERVIEWING QUESTIONS FOR GRADUATING SENIOR STUDENTS

INTRODUCTORY REMARKS

Your name was given to me by _____ who suggested that you might be a good person for me to speak with about the _____ field. I am not job hunting yet; I am seeking information about the types of opportunities available for a BA level graduate in the _____ field.

INTRODUCTORY QUESTIONS

- What do you like most about your work? What do you like least?
- How did you decide to become involved in this work?
- What other careers interest a person with your kinds of interests and abilities? Are those areas related to your own that will be in demand in the future?
- How do you arrange your life in order to have a professional and family/social/community/leisure life?

WORK RESPONSIBILITIES

- What is a typical day like?
- What kinds of tasks are performed?
- What are the physical and psychological demands of this work?
- What types of organizations employ people in this occupation?

CONTINUING / GRADUATE EDUCATION AND TRAINING REQUIREMENTS

- What kind of specialized training is necessary?
- Will I likely need a master's degree to advance? If so, what specialty do you recommend?

EMPLOYMENT OUTLOOK

- What trends do you see will happen in the next 5- 10 years in your area of expertise?
- In terms of overall outlook, are opportunities in this field increasing, decreasing, or remaining stable? For men? For women?
- Which geographic areas provide the best employment opportunities?
- Does this occupation offer the opportunity to acquire skills and responsibilities that would allow advancement within the organization? Is advancement typically within an organization, or acquired by changing organizations?
- Could the skills acquired in one organization be transferred to another? How often should I expect to change organizations/employers, especially if I am interested in advancement in the field?

- How does your current employer fill new openings? Through previous interns? Internally?
- Do most promotions come from within or outside the company?
- How long does the typical employee stay with this company?

EARNING POWER

- What salary range and benefits (i.e., insurance, vacations, fringe benefits) can be expected?
- How rapidly do salary and benefits increase?

ADVANTAGES AND DISADVANTAGES

- What give you the most enjoyment?
- If you could change the job in some way, how would you change it?
- What compromises do you find most difficult to make in this job?
- Which professional associations do you suggest I join? Is there an active chapter locally? (If you are interviewing someone in the city where you want to live.)
- **What advice would you give me as a graduating senior just entering the professional job market and considering this occupation / employer?**

VISION FOR THE FIELD:

- In what ways is this field changing or growing?
- What are major issues affecting the field, your position or organization?
- What are the particular advantages and disadvantages of this type of work?
- What have you liked most about your job? What has challenged you most?
- What advice would you give a young person like me who is considering entering this field? or considering this occupation?

CAN YOU SUGGEST SOMEONE ELSE WITH WHOM I CAN SPEAK TO ACQUIRE FURTHER INFORMATION ON WORKING IN THIS FIELD / OCCUPATION / FOR THIS EMPLOYER?

Name:

Title:

Organization:

Phone:

Address:

AFTER THE INTERVIEW

How has the information obtained in this interview assisted in clarifying or redefining your career goals?

Write your thank you cards!! This is an important step in building an effective professional network