

INFORMATIONAL INTERVIEW WORKSHEET

Student Name _____

INTERVIEW SUBJECT'S INFORMATION:	
Name:	Date of Interview:
Location of Interview:	
Title:	Email:
Employer:	Phone:
College Attended:	Major:

1. Can you please describe the organization you work for, including: industry, size of organization, products or services offered, etc.
2. What would you say are the main responsibilities of your position?
3. What is most satisfying about your job and why?
4. What is least satisfying about your job and why?
5. How did you decide to get into this field?
6. Tell me about the training and education that you have had? Has this helped you in this field, if not, what has?
7. What recommendations do you have for someone wanting to enter this field?
8. What skills and personal qualities are important for success in your field?
9. Describe your work setting.
10. What do you do during a typical workday?
11. What are the opportunities for promotion or advancement?
12. Is this field expanding and/or developing into new directions? Please explain how.
13. What is the entry-level salary range in this field?
14. What professional organizations or industry associations should I consider joining to obtain additional information about this field?

Final question for the student: (not part of the interview)

15. Would you consider the career of the individual you interviewed? Why or why not?