

Informational Interview Worksheet

Company Name:

Professional Name:

Phone:

Sample of Questions to ask Interviewer:

- How would you describe your position/responsibilities?
- What path did you take to get into your position?
- What type of tasks do you perform on a typical day/week?
- What do you like most about your job?
- Do you have parts of your job or career that you find frustrating?
- Do you work independently or are you part of a team?
- What skills are needed for your position?
- What is the normal working conditions such as workload, expectations,
- Does the company have openings?
- What is the average entry level salary?
- What are the policies on time off, flex time, sick leave etc.?
- What are the possibilities of advancement in the company?
- Is the industry changing? Is so, how does that impact your position?

Notes:

