Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job/Career**

**Conducting an Informational Interview**

**Phase 3 of the Career Research Project**

For this part of your career research project you will interview someone who is currently (or was) employed in the field that you researched. The purpose of the informational interview is to get a picture of the career from someone who is working in the field and can give you firsthand knowledge and advice about the career.

Prior to the interview you will create a list of 10 (or more) questions to ask. The 8 questions on the back and you will come up with a minimum of an additional 2 questions.

You will want to develop questions covering the following:

* Current job title and business employed with
* Career path (How did they get to where they are?)

The additional questions can cover any of the following:

* Job duties
* Experience, education, and training (including how to start preparing now for your career)
* Career field
* Job satisfaction, incentives
* Skills and abilities needed
* How the field has changed and what they anticipate for the future
* High school experience
* Advice for developing your career path and/or life long plan.

*Note: Do not ask about their current pay.*

You will have one class period to develop your additional questions and to contact the person who you plan to interview via email introducing yourself and setting up a time to conduct your informational interview.

**Examples of Questions to Ask at an Informational Interview**

Job Duties

1. What is your job like? What does a typical day look like? What do you do? What are duties/functions/responsibilities of your job?

2. What kinds of problems do you deal with? What kinds of decisions do you make?

Experience, Education, Training

3. How did this type of work interest you and how did you get started?

4. Where did you get your education and training for this job? What was that process like?

Career Field

5. What are the different kinds of jobs in the career field? What changes are happening in the field? Does the economy affect this industry?

6. What is a typical career path like for this field or this organization/business?

Job Satisfaction/Incentives

7. What are the intrinsic rewards for this line of work?

8. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?

Qualities/Skills/Abilities

9. What abilities or personal qualities do you believe contribute most to success in this field/job?

Advice

10. What advice would you give me as I try to figure out my career path?

High School

11. What careers were you interested in when you were a high school student? When did you discover that you wanted to enter this field?