

INFORMATIONAL INTERVIEWS – SUGGESTED QUESTIONS

- Why did this type of work / role/ company interest you and how did you get started?
- What was your career route to getting this job? What jobs and experiences have led you to your present position?
- What part of this job do you personally find most satisfying? Most challenging? What do you like and not like about working in this industry?
- Of the jobs you did before this one what ones were the most useful in preparing you for this one?
- What sorts of changes have you noticed occurring in the industry?
- What is a typical career path in this field or organization?
- What are the problems you or your team face every day?
- Are there any particular “must have” experience or qualifications required before being considered for a job in this industry?
- What particular skills or talents are most essential to be effective in your job? How did you learn these skills?
- Do you think the experience I have gained working in XXX industry would be useful or applicable to working in this YYY industry?
- With the information you have about my education, skills, and experience, how close a fit am I to what is required for working in this industry? Where are the gaps?
- With the information you have about my education, skills, and experience, are there other fields or jobs would you suggest I research further as part of my planning?
- What makes a stand-out CV or application in your opinion?
- What abilities or personal qualities do you believe contribute most to success in this field/job?
- Who else do you know who is doing similar kinds of work or uses similar skills? What other kinds of organizations hire people to do similar work to the work you do here?
- Do you know of other people whom I might talk to who may have some insight/ advice?
- Are there any materials you suggest I read? Which trade/professional journals , professional organizations or networking groups would help me learn more about this field?
- What websites, blogs or mailing lists would you recommend I subscribe to to gain information about the industry?
- Based on the positions the company has hired for recently, what is the educational/professional experience background of people joining the company.
- Being more specific what roles has the company hired for recently and what roles are other companies in the industry hiring for?
- What do you think makes people successful in this company and what makes others unsuccessful?
- What areas of this industry do you see having the most growth over the next 3-5 years?
- What have you observed to be the most difficult areas / divisions/ activities to hire for?
- How would you assess the experience I've had so far in terms of entering this field?
- [If you feel comfortable and it seems appropriate:] Would you mind taking a look at my CV to offer advice on how to target it towards a role in this industry?