



## PEOPLE TO CONTACT

- 1.
- 2.
- 3.
- 4.
- 5.

## GENERAL QUESTIONS ABOUT THE CAREER FIELD

1. What are the various jobs available in this field?
2. What is the employment outlook? How much demand is there for people in this career?
3. What are the typical entry-level job titles and functions?
4. What skills or personal characteristics do you feel contribute most to success in this industry?
5. What entry-level jobs offer the best opportunities for learning?

## QUESTIONS ABOUT YOUR CONTACT'S JOB

1. What specifically do you do? What are your duties and responsibilities?
2. Describe some of the most challenging situations you have faced in this job?
3. What do you find most satisfying? Least satisfying?
4. Which other departments, functional units, or levels do you regularly interact with?
5. What projects have you worked on have been particularly interesting?

## QUESTIONS ABOUT YOUR CONTACT'S CAREER PATH

1. In what way did this type of work interest you and how did you get started?
2. What jobs and experiences have led you to your present position?
3. What are related jobs for which your background would

## QUESTIONS ABOUT PREPARATION FOR THE CAREER FIELD

1. What educational preparation do you recommend?
2. Is prior experience necessary and, if so, what kind?
3. If you were a college student again, what would you do differently to prepare for this job?

## QUESTIONS ABOUT THE EMPLOYER

1. What products or services are in the development stage now?
2. What kinds of assignments might I expect in the first six months/one year on the job?
3. In what ways is a career with your company better than one with your competitors?
4. Given the dynamics of the industry, how do you see the company evolving over the next five years?
5. What types of training does your organization provide?

## QUESTIONS ABOUT ORGANIZATIONAL CULTURE

1. What do you like most about this company?
2. What kinds of behaviors are rewarded?
3. How would you describe the atmosphere at the company? Is it formal or more laid-back?
4. What values are most treasured here; what is the company's vision statement?
5. How does the company recognize the contributors of outstanding employers?

## QUESTIONS ABOUT OPPORTUNITIES FOR ADVANCEMENT

1. What are the advancement opportunities?
2. How long does it take to move from one step to the next?
3. What is the typical career path for someone in this field?
4. Where could I expect to be in three years/ five years?
5. What is the highest position that someone can hold in this



# INFORMATIONAL INTERVIEW ACTIVITY

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

Name of the person you interviewed: \_\_\_\_\_

Please list 3 of the questions you asked in the interview:

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

What was your biggest takeaway?

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\_\_\_\_\_  
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What were you surprised to learn?

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What are your next steps?

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\_\_\_\_\_

\*Please complete this form and return it to your Career Coach via email or in an appointment. You can receive credit for up to 3 informational interviews, for a total of 18 Viking Score points.