

INFORMATIONAL INTERVIEW WORKSHEET

By Jack Geary

Please note: Never use the informational interview as a trick or subterfuge to get a job interview.

I have listed sample questions below. I would be prepared to ask three or four questions to kick off the interview. If you ask for ten minutes, fifteen minutes, or twenty minutes, watch the time and stick to the time allotted.

Take notes during the interview and keep notes in your notebook. Document sources of information- the full name and title of the person you interviewed- get a Business Card. Please send that individual a written thank you note. An on-site visit is preferred to a telephone call.

- Education, degrees, certificates, licenses required
- On-the-job training or Internship Recommended
- Post high school education desired, required
- Previous work experience required
- Type of Activity (mental, physical)

- Grade requirement (GPA)
- Preferred skills required (ideas, people, objects)
- Nature of job (selling, buying, service)
- Inventiveness or creativity
- Kind of mechanical work (designing, operating)

- Investment in job (equipment, tools, clothing)
- Work area (indoors, outdoors)
- Location (rural, urban); Travel Costs
- Salary \$15 to \$25 K * \$25 to \$35 K >30K
- Salary after five years ___ After 10 years
- Non-reimbursed employee expenses

OTHER QUESTIONS

- What kind of work do you do?
- What type of personality best fits this job?
- How did you prepare for this work?
- Has this job met with your expectations?
- What are the disadvantages?
- Are there any unexpected aspects?
- Could you describe the working conditions?
- Would you recommend this field for me?

PICTURE OF A WORKING DAY

(Draw a circle, and make a pie chart to reflect the following)

A = would best represent the time spent

B = would best represent the time spent

C = would best represent the time spent

D = would best represent the time spent

A typical day would begin at __ and end at ____.

Other essential job requirements would include:

PERSONAL COMMENTS

Things I like and dislike about the job.

How can I learn more about this job?

What occupations represent a lateral transfer?

Related occupations with similar qualifications

What are the job search protocols?

Name entry-level positions

Names of three to five other contacts

ON-SITE VISIT

What did you observe during the on-site visit? Informal or formal working arrangements? Friendly or cordial? Dress code? Demographics?

Pick up company literature.(Ask for permission.)