**Informational interviewing and Networking Questions**

An informational interview is a “fact-finding mission” to learn about an industry, job, or organization. Here are some possible questions to ask in an informational interview:

**About their job description:**

1. What are the responsibilities of your position?
2. What do you spend the most time doing?
3. What do you like/dislike about your job?
4. If you could change one thing about your job description, what would it be?
5. What is a “typical” work day like for you?
6. Is your job mostly “office-based” or do you spend time outside of your office (travel, visiting clients, etc.)?
7. What kind of issues do you deal with? What types of decisions do you make?

**About their career field:**

1. Are there entry-level positions in this field? What are they?
2. What skills do you feel are necessary to enter this field?
3. How did you get into the field? Would you trace your progression to your current job?
4. What are the current trends and issues in this field?
5. How do you stay current on developments in this field?
6. Are there in-house training programs available?

**Advice for getting into the field:**

1. What credentials are necessary to break into this field (education, skills, experience, specialized training, certifications or licenses)?
2. Do you have any suggestions for improving my resume to appeal to recruiters in this field?
3. Is there additional experience I should have to be competitive for a position in this field? (advanced degrees, work experience, course work?)
4. Where are open positions advertised for your organization?
5. Who would I contact in your company to apply for a position?
6. Are there professional organizations in the field that would be beneficial for me to join? Could you suggest anyone else I should speak with to get more information?
7. Where do you see this field/industry 5 years from now? 10 years?

**About their organization:**

1. What is your organization known for?
2. What are the toughest challenges in the industry for your company?
3. How is your company organized, and where does your position fit in?
4. Who are your closest competitors in the region? In the country? In the world?
5. Is there training and/or professional development available through your company (either in or out of the office)?
6. How is job performance evaluated?
7. How would you describe the corporate culture (dress code, atmosphere, level of formality)?
8. Is there a mentoring program for new employees?

**When working with networking contacts (especially alumni), please remember to:**

1. Familiarize yourself with the organization and what they do.
2. Be prepared with questions and ask them clearly. Listen carefully.
3. Be prepared to talk about yourself and what you have done in your education and career.
4. Have a resume and LinkedIn profile that represents you well.
5. Be respectful of their time. If you asked for a ½ hour, stick to that time frame.
6. Be courteous.
7. Thank them after the meeting.