

Sample Questions for Information Interviews

Questions Relating to the Person:

- What are your main responsibilities in your current position? Which takes up the majority of your time?
- Can you describe your typical day?
- What do you like most about your job? Least?
- Who do you work most closely with and to whom do you report?
- How did you get to where you are today?
- Why did you choose this profession?
- What skills and personal qualities have helped you most during your career?

Elon Career Center
Phone: 336-278-6538
Fax: 336-278-6545
www.elon.edu/careers

Questions Relating to the Organization:

- I noticed from your website that XYZ's primary services are A, B and C. It was interesting to read how C service is doing well in the US market. Why do you think it has been so successful?
- What is your management philosophy?
- Describe your organizational culture.
- I saw that your leading competitors are A and B corporations. What distinguishes your organization from your competitors?
- It's obvious that your organization emphasizes customer service. How have you managed to maintain such a high level of customer service?

Questions Relating to the Field:

- Some of the more prevalent issues facing this field today appear to be A, B and C. What do you see as the top challenge in the field?
- What needs to occur to meet that challenge?
- What are your predictions on the major changes that will take place in this field in the next 20 years?
- Are there professional associations that you belong to? Which ones would you

recommend to a young professional?

- What advice would you give to someone trying to break into this field?

Questions Relating to Exploring Career Opportunities:

- What advice would you give me, with the background I have, regarding the types of positions that are realistic for me to pursue?
- What is the best way to pursue these opportunities?
- What type of educational background, experience, skills, and personal qualities are important for these?
- How are position openings announced to people outside of the organization?
- Are there other colleagues or associates you recommend I contact?
- Are there other organizations in the field that you would recommend to me?
- Have you heard of any organizations that are expanding? Do you know anyone there that I could contact?
- Are there publications that list vacancies in the field that you would recommend?