Work Experience Informational Interview Form

Student Name_____________________________ID Number_________________________

Name of person interviewed and job title________________________________________

1. (Background) Tell me how you got started in this field. What was your education.
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_____________________________________________________________________________________
_____________________________________________________________________________________

2. (Work environment) What are the daily duties? Working conditions?
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_____________________________________________________________________________________
_____________________________________________________________________________________

3. (Problems) What are the toughest problems you deal with?
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_____________________________________________________________________________________
_____________________________________________________________________________________

4. (Life style) What obligations does your work put on you outside the work week?
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_____________________________________________________________________________________
_____________________________________________________________________________________

5. (Rewards) What do you find most rewarding about this work, besides money?
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
6. (Salary) What salary level would a new person start with? Fringe benefits? Other forms of compensation?

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7. (Potential) Is there a career ladder or opportunity for advancement? How does it work?

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8. (The industry) What trends do you see for this industry in the next 3 to 5 years?

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9. (Advice) How well-suited is my background for this field? When the time comes, how would I go about finding a job in this field? What experience, paid or volunteer, would you recommend?

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10. (Demand) What types of employers hire people in this line of work? How do people find out about these jobs?

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11. (Hiring decision) What are the most important factors used to hire people in this field: (Education, past experience, personality, special skills)

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12. (Other sources of information) Can you name a trade journal or professional organization that might have information about this career area?

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___________________________________________________________________________________

13. (Referral) Can you recommend other people I should talk to? May I have permission to use your name when I contact them?

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