

INFORMATIONAL INTERVIEW TOOLKIT



**Best Questions to Ask at
an Informational Interview**

JEFF NEIL

Founder of NewCareerBreakthrough.com



By Jeff Neil

www.NewCareerBreakthrough.com

www.CareerChangeLibrary.com

Jeff@NewCareerBreakthrough.com

1-646-413-0020

Copyright Jeff Neil. All rights reserved.

This ebook contains proprietary content and must not be duplicated, distributed, or trained from without written permission.

No portion of this material may be shared or reproduced in any manner under any circumstance whatsoever without advance written permission from New Career Breakthrough.

For permissions requests, contact:

New Career Breakthrough, 799 Broadway, Ste. 622, New York, NY (646) 413-0020

Best Questions To Ask At An Informational Interview

To help you get the career information and advice you need and to keep the informational interviews flowing, I've formulated a list of questions you can ask.

Some questions are designed to help you clarify good career choices. Other questions are designed to help you get the information you need to find and land a great new job. Which questions you should ask will depend on your goals.

In an informational interview, you won't have time to ask all of these questions. To get the most beneficial information, it's important to carefully choose your questions in advance and have them handy during your informational interview so that you can stay focused and keep the conversation on track.

Questions To Ask About The Person And His or Her Career

How did you get into this career field / position / company?

Could you tell me about what you do in your current job?

What skills do need most to be successful in this position / career?

How much of your time do you spend on (fill in the blank with the information you want)?

What do you like and dislike about your job?

What are the most challenging aspects of your job?

What are the most frustrating aspects of your job?

Is the work competitive? Cooperative? How so?

How much time do you work alone? In teams?

What kind of relationship do you have with your clients, colleagues, supervisor, staff?

How is your work important to your department / company?

What are the different career paths I could take in this profession as I gain experience?

What sort of compensation could I expect, including salary range and other benefits if I did this type of work?

Questions To Ask About A New Profession / Industry / Company / Department

How large is this profession / industry / company / department

How is the profession / industry / company / department changing now?

What do you see as the future of this profession / industry / company / department 5 to 10 years from now?

Do you think it is a secure profession / industry / company / department in terms of income potential, opportunities, future demand, etc.?

What is the potential for career advancement in this profession / industry / company / department?

Who are the major employers in this profession/industry? Are there any employers that you recommend I look at?

Questions To Ask About Your Qualifications And Entering A New Profession / Industry / Company

Based on what you have learned about me, what skills do I have that can be used in / transferred to this profession / career field / company?

Given my skills and interests, what are good career options in this profession / industry / company for me?

What skills are absolutely essential for a person in this profession / industry / company?

What is the best way to land a job in this profession / industry / company?

How am I different from an ideal candidate for this profession / company?

How am I better / differently qualified than a typical candidate?

What would I need to do to become a more attractive candidate for a job in this profession / industry / company?

What other challenges might I face getting into this position/industry/company?

If you were me, how would you go about getting into this position / industry / company?

Who are the hiring managers that could use my skills and experience in this company? If I wanted to talk with any of them in the future, would you be able to introduce me?

Questions To Ask To Uncover The Hidden Needs Of Someone Who Could Hire You

What are the most important short-term goals for this company / department?

What are the company's / department's most important long-term goals?

What is currently the greatest opportunity for you and your department / company?

What kinds of challenges are you currently facing in your department / company? What would solve this problem?

What are the qualities and skills of the people who have been most successful in this department / company?

When you choose people to be on your team, what skills and characteristics are important to you?

Questions To Ask For More Assistance And Referrals

Can you refer me to other people in your profession / company / department who could be of assistance, answer further questions, or give me a different perspective?

Do you know of any professional associations that I should look into?

What books / trade publications / blogs do you recommend that I read to learn more?

May I contact you again if I have another question?

Personal Career Coaching to Find the Right Career and Job for You

Free Career Coaching Consultation Offer

Want expert help to identify the right career faster and easier than if you did it on your own?

I can help you:

- **Identify your best skills and abilities** that can be transferred to great career options... so you don't have to 'start over' or take a pay cut
- **Pinpoint great career options for you**... including careers that you never considered or knew existed
- Eliminate obstacles that keep you from identifying and landing the right new career for you
- Help you **create a powerful and persuasive resume that gets employers to call you**
- Show you the best and research proven job search strategies to **get more interviews faster**... even though you do not have all of the required skills, experience or education
- Learn little known interview strategies, so you **stand out and get more job offers for more money**
- Keep you focused, confident and moving forward steadily so you make your career transition faster

If you can imagine how this support and expertise could help you discover the right new career and job for you, I invite you to schedule a free 15-minute consultation.

There are three easy ways to **set up a free career coaching consultation**:

=> Call me at (646) 413-0020

=> Email me at Jeff@NewCareerBreakthrough.com

=> Go to www.CoachingConsultation.com to schedule a consultation for a day and time that work best for you.

Go ahead and schedule your free career coaching consultation at no risk whatsoever.

This could be exactly the support you need to have the career satisfaction and success you want.

To Your New Career Breakthrough,

Jeff Neil