

ALBERTA WORK SEARCH ONLINE



» Deciding what questions to ask

To be effective in an information interview, you need to be clear about the kind of information you're seeking. Use this exercise to help you decide what questions to ask.

1 Make several copies of this worksheet.

2 For each information interview, highlight the questions you want to ask. Add your own questions in the space provided.

Occupational information

What does this occupation involve on a day-to-day basis?

What set of values does it reflect?

How do people enter this field-both the usual and the unusual approaches?

What do you like and dislike about this occupation?

Add your own occupation-related questions:

Industry information

What kinds of people are attracted to positions in this industry? What are their values? What motivates them?

What changes and challenges is the industry facing?

What are the cyclical patterns of this industry?

>> Deciding what questions to ask

- What credentials or training programs are most respected within the industry?

- What are the unspoken expectations for people who work in this industry?

- What industry organizations or associations would you recommend? What publications would be helpful to someone interested in this industry?

- Add your own industry related questions:

Employer-specific information

- What are some of the key challenges in your position?

- What qualifications are required for someone to work in this position in your organization?

- What do you like most about your job with this organization?

- What do you like least about your job with this organization?

- How did you find your current job?

- What advice would you give someone who wants to work for this organization?

- Who else do you recommend I talk to about this organization?

- If unable to find the answer through research ask: Who does the hiring in your organization?

- Add your own employer-specific questions:
