

INFORMATION INTERVIEW QUESTIONS

1. Given my background and experience, what kind of occupational areas/titles should I be researching for?
2. Could you think of any particular job titles that might be a good fit?
3. What gaps/obstacles are there in my background that I need to be aware of?
4. How would you recommend I fill these gaps?
5. Given my skills and experience, what salary ranges could I expect?
6. What professional publications in this field should I read? Are there professional societies or associations I should consider joining?
7. What are the most up-to-date skills for this job?
8. Is there any chance of on-the-job-training in this field?
9. Given what I've told you about my background, if you put yourself in my shoes, what would your advice to me be?
10. Can you give me feedback on this **draft** copy of my resume.
11. Where do you see this industry going in the future -> trends?
12. XXXX sounds most appealing to me and your information is most valuable to me. Who else do you think I should talk to who could give me additional information and opinions? Are there any other areas besides XXXX that I should look into? Who could you suggest I speak to in those areas?
13. Can I keep in contact with you in the future (i.e. in preparation for an interview)?

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INFORMATION INTERVIEW REPORT SHEET

Complete this sheet after each information interview.

Date:

Contact Person:

Phone:

Title:

Organization:

Referred by:

Occupational Area:

Address:

What did you learn about the person you met with?

What did you learn about this occupations area? (Facts).

What opinion did this person have? (Regarding this occupation)

What suggestions were made?

Some of my POSITIVE IMPRESSIONS Some of my NEGATIVE IMPRESSIONS

Referrals — name, function, and background.

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