

Informational Meeting Questions

Questions about a career or field or industry

1. What personal qualities and skills are essential to succeed in this career/field/industry?
2. What is the typical career path for people in this career/field/industry?
3. What is the normal salary range for entry level and after five years?
4. What is the job market like right now in this career/field/industry?
5. What is the job outlook in this career/field/industry?
6. What do you like about this career/field/industry?
7. What don't you like?

Questions about transitioning into a career or field or industry

1. Based on my current skills, experience and education, where do you see that I might fit in with this type of company or industry or position?
2. Can you suggest anything I might do to make myself more marketable for this field or job or company?
3. Do you think it is reasonable for me to be considering a career in this profession?
4. What else do you think I need to know in order to make an intelligent decision about going into this field or industry?
5. What journals or magazines should I be reading?
6. What professional associations might be appropriate for me to join?

Questions about the person you are interviewing

1. What attributes and skills have contributed to your success in this field?
2. What training or education have you had which you would consider important for this job?
3. How did you get into this field?
4. How do you spend a typical workday?
5. What kinds of work activities are you involved in or responsible for?
6. What do you most enjoy about your work?
7. What is least rewarding?

Questions about a company

1. What qualities or skills or experience do you seek in candidates for _____ here at your company?
2. When your company is looking for a _____, how does it go about locating and attracting prospective candidates?
3. How difficult or easy is it to find qualified candidates?
4. What is the organizational structure of this organization?
5. What haven't I asked that you would ask in my place?
6. Who else do you suggest I talk to?