

Print out this page and use it as a guide when performing your informational interview(s). Keep a completed copy of it in your portfolio as documentation of your interview. You should also keep a record of the address, phone number, company, etc. of each of your contacts. These people are now a part of your career/job network.

Contact: _____
Title: _____
Company: _____
Address: _____
Phone: _____
E-mail: _____

*2 sides
Include
Questions
on the
Back*



Answer the following questions based on your job shadow experience.

| |
|--|
| How did you become interested in (field of interest)? |
| What is the best educational preparation for this field? |
| What kind of growth patterns are you seeing in (field of interest) that I should consider in my decisions? |
| From your experience with individuals in (field of interest), what personal attributes do you think are essential for success? |
| Which professional journals and organizations should I know about in this field? |
| What skills are needed in (field of interest) and which ones should I be concentrating on at this point in my education? |

*Include questions,
on the back*

What experiences have you had that have been invaluable to you in learning your job?

What is a typical workday like? Would it be possible for me to observe one sometime?

What are some of the difficulties of (field of interest) and what motivates you to stay in spite of them?

What types of advancement opportunities are available in (field of interest)?

What else should I know in order to make an informed decision about going into this field?

Can you recommend someone else for me to talk to in this field? When I call him/her, may I use your name?

Do you know of comparable job titles I should be exploring in (field of interest)?

← 2 sides

Do you offer experiential learning opportunities such as internships or summer employment? If so, what class level of college students do you accept? Who should I contact for more information?

Would you be willing to critique my resume?

Additional Question:

Additional Question:

Additional Question:

Additional Question: