

# **CAREER INTERVIEW QUESTIONS**

Please read over the questions on this worksheet so you are prepared before you meet with your career adviser (or other interviewee). You will need to use good interpersonal and interviewing techniques and be a keen observer throughout the time. Be courteous -- your career adviser is someone who is volunteering his or her time to help you better understand the career you are looking at through this experience. The information that you gather will be used when writing your career interview paper and could be used as one of your sources in completing your career research paper. If you don't feel that your subject has provided a thorough answer to a particular question, please ask him/her to elaborate. Here's where good follow-up questions are key! Please feel free to add questions of your own, but you must answer the 20 questions listed in your paper.

1. What is the name of your company or organization? What type of business is it?
2. Where (specifically) is this business located?
3. Are there other offices or branches? If so, how many? Where are they located?
4. Who are the owners of this business? Where do they work?
5. Who are this company's/organization's customers/clients?
6. What is your position (title) and what are your duties?
7. How and when did you become interested in your current career?
8. What education and training (skills) did you need to get this job?
9. If I were going into this career field today, what education and training (skills) would I need to be successful? Would you recommend any particular schools or training facilities?
10. What opportunities are there for entry-level positions in this field? Is it a competitive field?
11. Is your field one that has a good job outlook for the future? Is it a growing, shrinking, or stable field?
12. What kind of advancement opportunities exist within your career?
13. What other kinds of jobs could someone with your qualifications do?
14. What is the salary range (from the lowest to the highest amount) for this type of career?
15. How does your career affect your lifestyle (time for family, friends, hobbies, etc.)?
16. What would you do differently if you could start your career over?
17. What are your 5- and 10-year career goals today?
18. If you were in high school today and had an interest in this career, what classes would you be taking? Why?
19. In what school/community activities would you be involved? Why?
20. If there are some things I need to know about this career that my questions did not address, what would those things be?

**Don't forget to thank the person you interviewed!**