

INFORMATIONAL INTERVIEWING QUESTIONS

1. How did you get to this position? What was your career path?
2. How did you discern that this was the direction you should go?
3. If yours is not typical, what is the typical career trajectory for someone in your role?
4. Who is the department head or supervisor for this job? Where do you and your supervisor fit into the organizational structure?
5. What are the typical entry-level job titles and functions? What entry-level jobs are the best for learning applicable skills?
6. What are the skills that are most important for your role?
7. How did you learn these skills? Did you enter this position through a formal training program or university degree?
8. What are the major components of your work? How would you categorize the things that you do?
9. What percentage of your time do you spend on each category?
10. What did you do yesterday? Is that a typical day?
11. How much variety is there on a day-to-day basis?
12. Why did you decide to work here?
13. What do you like most about working here?
14. How does your organization differ from other similar organizations?
15. Is your title one that would be used at many employers?
16. What other kinds of organizations hire people to perform the functions you do here?
17. Which parts of your job do you find most exciting and do you enjoy the most?
18. Which parts of your job do you find most boring and/or like the least? Why?
19. What was the most surprising aspect of this position for you?
20. What is the most stressful aspect of your work?
21. How does this role/position/employer impact your personal life?
22. Knowing what you know now, what advice would you give yourself if you could talk to yourself when you began this path?
23. What professional or denominational associations are you a part of?
24. What professional or denominational associations would you suggest I join?
25. What other resources or opportunities would you suggest to someone who would like to do what you do? For example, are there any prevalent professional associations, blogs, resource hubs for people who do what you do?
26. What do you read — in print and online — to keep up with developments?
27. What are some of the biggest challenges facing your organization and your field today?
28. How do you see your organization and field changing in the next ten years?
29. I am told that XXX, XXX and XXX are my strongest assets (fill in the blanks with skills, areas of knowledge, personality traits, and values). Where would these traits and skills be helpful in this organization? OR do you think these are a good fit for a role like yours?

INFORMATIONAL INTERVIEWING QUESTIONS (continued)

30. Is there anyone else you would suggest I get in touch with that might have insight into this work?
31. Who else do you know who is doing similar kinds of work or uses similar skills? Do you know of other people whom I might talk to who have similar jobs?
32. May I keep in touch with you?
33. Do you have any special words of warning or encouragement as a result of your experience?
34. Do you think I left out any important questions that would be helpful in learning about this work?
35. Would you be willing to look at my resume?
36. In addition to the questions listed above, sit and think about what you want to know. Consider this person's role, the market in which he/she is situated, the employer, the people he/she may know, and your own situation. Sit for ten minutes and write down a list of questions that this person may be suited to answer. For example:
 - a. Do you think I should include _____ on my resume?
 - b. What do you think about this list of potential employers/organizations that I am exploring?
 - c. Do you have any insight into any of them?
 - d. When does your organization, and those that are in your market, do their hiring?
 - e. What suggestions do you have for someone in an active discernment process?
 - f. How has this work impacted your faith?