

**UCONN WATERBURY
CAREER SERVICES**

Informational Interview Questionnaire

Name of person interviewed: _____
Job Title: _____
Organization: _____
Address: _____
Telephone #: _____
Email Address: _____

1. What do you do during a typical workday? What are your hours?
2. How did you get to the position you currently hold?
3. What academic preparation, special training and experience did you have for this position?
4. What is the average salary for someone entering this profession?
5. For what specific responsibilities are you held accountable? Do they include supervising?
6. What provides you the most satisfaction in your position?
7. What causes you the most frustration and how would you rate the stress level?
8. How much supervision do you receive? Would you prefer more, or less?
9. How would you describe the type and level of co-worker interaction?

OVER PLEASE

10. What skills are critical to successful performance in your job?
11. What personality characteristics are important in this job?
12. By what criteria is your performance evaluated? By you? Your supervisor? By both?
13. Where could your experience in this position lead you? What level do people strive for in this field?
- 14. What advice would you give someone entering this field?**

OPTIONAL QUESTIONS

1. How long have you been with this organization?
2. How has the position changed since you began in it?
3. How much opportunity is there for creativity and independence? How structured is the job and working environment?

THANK YOU