



# Claremont Graduate University

## *Career and Professional Development*

### **INFORMATIONAL INTERVIEWS**

Informational interviewing is the process of gathering career information from professionals working in industries that are of interest. This method extends one's career research beyond the company's website, offers insight regarding the company culture, overall industry, and methods to pursue the industry. Informational interviews are held in various settings: informal over coffee, formal at a company location, via Zoom, email, phone, and text. Being prepared for informational interviews will help one feel more comfortable when having a conversation with industry professionals.

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### **DAILY EXPERIENCES**

- Could you describe a typical day for me?
- What direct and general skills are required for your position?
- What parts of the job and career do you find most enjoyable?
- What parts of your job do you find most challenging?
- How many hours do you work in a typical week?
- How would you describe the overall company culture?

### **STATE OF THE INDUSTRY**

- What is the estimated growth of this industry?
- Are there too many or too few people entering this industry?
- What developments in this industry could affect future opportunities?
- How frequently do layoffs occur? What does this do to the morale of the company?
- Why do people normally leave this industry or company?
- Are there opportunities for self-employment in this industry? If so, where?

### **MONEY AND ADVANCEMENT**

- What would be a reasonable salary range to expect entering this industry?
- What is a typical path for potential advancement?
- How did you get your job?
- If you could start over all with your career, would you change your path?
- What are the backgrounds of the senior staff?

### **SKILLS AND EXPERIENCE**

- What educational preparation would you recommend for someone pursuing this career and industry?
- What qualifications do you seek in a new hire?
- How do most people enter this profession?
- Which of my skills would you consider beneficial to the company and industry?
- What types of positions do you feel I would qualify for within this company and career?
- Can you recommend any courses or education I should take before proceeding further with my search?

### **FITTING IN**

- Considering my background, how well do you think I would fit in with this company and profession?
  - How does your company compare with others we've discussed?
  - Would this type of work involve any lifestyle changes such as frequent travel, late night, and entertaining?
  - Consider the people you have interacted with, what personal attributes are essential for success?
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