

## *Sample Questions*

Background	What prepared you the most for this job? What degrees or licenses did you have to get before being employed? What got you interested in this type of work?
Qualities	What type of person is best suited to this type of work? What qualities would you look for hiring someone?
Job Search	What is the best way to find out about job opportunities in this field? Who makes the hiring decisions? What do you like to see on a resume or what are the main skills needed?
Industry	How much has this industry grown since you have started this job? Do you expect to be in demand for as long as you work? How secure is employment in this industry?
Salary	What is the salary range for this profession? Does the salary increase much with more education? <i>*Do not ask what salary the person you are interviewing receives.</i>
Work Environment	How much time do you spend with your co-workers in general? What kinds of clothes are acceptable to wear here? How do you spend your breaks from work during the day?
Lifestyle	How much time do you spend working outside of office hours? How much time can you take off for vacations? Do you belong to any professional organizations?
Typical Day/week	How long is your average work day? What tasks do you accomplish in a typical day? Who do you come into contact with on a daily basis?
Rewards	Do you consider this job rewarding? What makes it worth it for you to come in every day? Are some rewards monetary or promotional?
Problems	What are some of the drawbacks of this occupation? What are improvements you would like to see in this field? What is the biggest challenge you face in the course of your work?
Advancement	How long does the typical person spend in an entry-level-position? Does the salary increase substantially as a person is promoted? What is the progression of jobs in this company?
Similar Industries/Jobs	Is there a similar industry that I may want to look into?
Future Contact	Can I contact you again if I have any other questions?
Referrals	Can you recommend anyone else for me to speak with? Can you suggest other resources w/valuable information? Newsletters?