

# MOUNT HOLYOKE.

## CAREER DEVELOPMENT CENTER

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www.mholyoke.edu/offices/careers

### INFORMATIONAL INTERVIEW

While on site, you are expected to conduct an Informational Interview with your supervisor or another professional within the organization whose position interests you. Type a summary (one page minimum) of what you learned. Using the questions below as a guide, ask those questions that reflect your interests and where you are in your career exploration. Your Final Report along with your Informational Interview will be filed in the Internship Evaluation Notebooks in the CDC Library and made available to other MHC students who are seeking internships.

#### **Job and Career Questions:**

- What are the duties/responsibilities in this job? What is a typical day or work week?
- What knowledge, skills, abilities, and other qualifications are desirable for this job?
- What are the rewards derived from working in this field/job?
- What are the frustrations and drawbacks?
- What are typical salary ranges for someone doing this type of work?
- What does it take to be successful in this field?

#### **Career Future Questions:**

- What is the typical pattern of career development in this field?
- What is the future outlook in this field? Is it growing or declining or holding steady?

#### **Lifestyle Questions:**

- What obligations does your position require outside of the ordinary work week?
- What are your working hours and/or travel schedule?
- How much flexibility do you have in terms of dress, schedule, vacation, etc.?

#### **Career Preparation Advice:**

- How did your academic degree prepare you for this work?
- How can I acquire the necessary skills to perform this job? Are there courses or experiences, paid or otherwise, which you would recommend?
- Is a graduate degree recommended or required? If so, are there specific programs that are valued in this field?
- What are the books and periodicals I should be reading to understand the field? What do you read that is useful to perform your job?

#### **Job Search Advice (summer and/or full-time):**

- What types of employers hire people in this line of work?
- How can I identify both advertised and unadvertised vacancies?
- Recommendations on where vacancies are announced?
- What is the best way to approach prospective employers? Best timing?
- Any advice on developing new job leads?

#### **Resume Review Questions:**

- If an employer received this resume, how do you think they would react to it?
- What about the length, paper quality, layout, print-type?
- Any suggestions for improvement?