

DIVISION OF VOCATIONAL REHABILITATION (DVR)
Informational Interview Worksheet

Below are questions to ask an employer, employee, human resource professional, friend or family member knowledgeable about the job you are researching.

Job title:	Name of employer:
Address:	
Contact person:	Date of interview:
Education / training needed:	
What worker traits or skills are needed for this job?	
What are the main job duties?	
1.	
2.	
3.	
4.	
5.	
Does the job require: <input type="checkbox"/> Sitting <input type="checkbox"/> Light <input type="checkbox"/> Standing <input type="checkbox"/> Medium <input type="checkbox"/> Walking <input type="checkbox"/> Heavy <input type="checkbox"/> Lifting	Job conditions (check all that apply): <input type="checkbox"/> Indoor <input type="checkbox"/> Work mostly alone <input type="checkbox"/> Full-time <input type="checkbox"/> Close supervision <input type="checkbox"/> Outdoor <input type="checkbox"/> Work with people <input type="checkbox"/> Part-time <input type="checkbox"/> Limited supervision <input type="checkbox"/> Work with things <input type="checkbox"/> Temporary
How is the job performance evaluated or reviewed?	
Do you ever consider trainees or on-the-job training? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting salary: \$ _____ / hour Highest salary: \$ _____ / hour	Typical hours: <input type="checkbox"/> Day shift <input type="checkbox"/> Afternoon <input type="checkbox"/> Weekend <input type="checkbox"/> Night <input type="checkbox"/> Overtime <input type="checkbox"/> Paid vacation <input type="checkbox"/> Paid sick leave <input type="checkbox"/> Medical insurance
Can you recommend other business to be contacted about this occupation?	
Notes:	