

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.

Name of Professional / Job title:	Name of employer:
Can you provide information about your type of employer?	
What do you look for in a good employee?	
What are some common areas of improvement? Examples: communication, punctuality, etc.	
What education / training is needed for this job?	
What skills or special traits are needed for the job?	
What does a typical day look like?	
Questions to ask the presenter / interviewee.	
1. Is there a formal dress code? What is the dress code?	
2. Are there training opportunities? What on-the-job training opportunities are available?	
3. How many people might I be working with?	
4. Are there opportunities for advancement?	
5. What type of employee incentives does your company have?	

What does the performance evaluation-review process look like?

Does your business offer internship opportunities? Yes No

Could you provide examples of possible employment opportunities? What are the different job opportunities within your company?

Can you provide examples of possible job conditions?

Does the job require:	Job conditions (check all that apply):
<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	<input type="checkbox"/> Indoor <input type="checkbox"/> Work mostly alone <input type="checkbox"/> Work with things <input type="checkbox"/> Temporary <input type="checkbox"/> Outdoor <input type="checkbox"/> Work with people <input type="checkbox"/> Full-time <input type="checkbox"/> Close supervision <input type="checkbox"/> Both <input type="checkbox"/> Both <input type="checkbox"/> Part-time <input type="checkbox"/> Limited supervision

Salary: \$ _____ / hour	Typical hours: <input type="checkbox"/> Morning shift <input type="checkbox"/> Night <input type="checkbox"/> Afternoon <input type="checkbox"/> Overtime <input type="checkbox"/> Weekend
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Job Interviews

Can I adopt good practices to have successful interviews? Is there anything I should avoid doing in the interview? Are there questions an interviewer will most likely ask me?

Questions to ask an interviewer.

1. What is your favorite thing about this job?
2. What challenges do you face in this job?
3. Why would you recommend working for this business?

Contact information for potential employers

Contact person's name:	Phone number:	Email:
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Can you provide other information that would be helpful? Example: policies on the use of electronic devices.

Notes: