Washington State Department of Social & Health Services
Transforming lives

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.

Questions to ask the presenter / interviewee.	
1. Name of Business Professional / Job title:	2. Name of employer:

3. Can you provide information about your type of employer?
4. What do you look for in a good employee?
5. What are some common areas of staff improvement? Examples: communication, punctuality, etc.
6. What type of education or training is needed for this job?
7. What types of skills or special traits are needed for the job?
8. What does a typical day look like?
9. Is there a formal dress code? What is the dress code?
10. What types of on-the-job training opportunities are available?
11. How many people might I be working with?
12. What types of advancement opportunities are available with this employer?
13. What type of employee incentives does your employer have?

14. What does the performance evaluation-review process look like?

15. Does your employer offer internship opportunities? ☐ Yes ☐ No

16. What are the different job opportunities within your company?

17. Does the job require:	18. Job conditions (check all that apply):
☐ Sitting ☐ Light ☐ Standing ☐ Medium ☐ Walking ☐ Heavy ☐ Lifting	☐ Indoor ☐ Work mostly alone ☐ Work with things ☐ Temporary ☐ Outdoor ☐ Work with people ☐ Full-time ☐ Close supervision ☐ Both ☐ Both ☐ Part-time ☐ Limited supervision

19. Salary: $ _____ / hour	20. Typical hours: ☐ Morning shift ☐ Night ☐ Afternoon ☐ Overtime ☐ Weekend

Job Interviews

Do you have any additional interview advice? 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 employer?

Contact information for potential employers

Contact person's name:	Phone number:	Email:

Notes: