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

 | 1. Name of employer:

 |
| 1. Can you provide information about your type of employer?

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| 1. What do you look for in a good employee?

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| 1. What are some common areas of staff improvement? Examples: communication, punctuality, etc.

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| 1. What type of education or training is needed for this job?

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| 1. What types of skills or special traits are needed for the job?

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| 1. What does a typical day look like?

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| 1. Is there a formal dress code? What is the dress code?

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| 1. What types of on-the-job training opportunities are available?

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| 1. How many people might I be working with?
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| 1. What types of advancement opportunities are available with this employer?

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| 1. What type of employee incentives does your employer have?

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| 1. What does the performance evaluation-review process look like?

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| 1. Does your employer offer internship opportunities? [ ]  Yes [ ]  No
 |
| 1. What are the different job opportunities within your company?

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| 1. Does the job require:

[ ]  Sitting [ ]  Light[ ]  Standing [ ]  Medium[ ]  Walking [ ]  Heavy[ ]  Lifting | 1. Job conditions (check all that apply):

[ ]  Indoor [ ]  Work mostly alone [ ]  Work with things [ ]  Temporary[ ]  Outdoor [ ]  Work with people [ ]  Full-time [ ]  Close supervision[ ]  Both [ ]  Both [ ]  Part-time [ ]  Limited supervision |
| 1. Salary: $ / hour
 | 1. 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: |