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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? | | | | | |
| 1. What do you look for in a good employee? | | | | | |
| 1. What are some common areas of staff improvement? Examples: communication, punctuality, etc. | | | | | |
| 1. What type of education or training is needed for this job? | | | | | |
| 1. What types of skills or special traits are needed for the job? | | | | | |
| 1. What does a typical day look like? | | | | | |
| 1. Is there a formal dress code? What is the dress code? | | | | | |
| 1. What types of on-the-job training opportunities are available? | | | | | |
| 1. How many people might I be working with? | | | | | |
| 1. What types of advancement opportunities are available with this employer? | | | | | |
| 1. What type of employee incentives does your employer have? | | | | | |
| 1. What does the performance evaluation-review process look like? | | | | | |
| 1. Does your employer offer internship opportunities?  Yes  No | | | | | |
| 1. What are the different job opportunities within your company? | | | | | |
| 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: | | | | | |