

Information Interviews Suggestions for Questions

Questions you should try to / research before you meet them:

- Of the business areas covered by the organisation, which are the main drivers?
- How is the organisation structured, e.g. by client group, business area, or by region?
- What recent press coverage has the organisation received?
- How successful is the organisation and what does it see as its strengths and weaknesses?
- Do I have any skills, knowledge or experience that could be relevant to this organisation?
- How would you describe the work culture of your organisation? Is it typical of others in the sector/field?

About them

- Why did you choose a career in x?
- Did you have a previous career and if so what areas did you work in?
- What previous experience did you have that helped you in being a x?
- How did you decide which area of x to pursue?
- If you were not a x, what would you be?

About day to day life

- What type of work do you do?
- What does an average day entail for you?
- What do you enjoy most/least about your job?
- What are the advantages/disadvantages about working for a business of this size?
- What qualities do you draw upon to be a good x?
- In your opinion, what are the key skills required for your role?
- What attributes make the difference between simply doing the job and doing it well?
- What do clients want from you?
- How do you deal with difficult situations/clients
- How much does your job affect your work/life balance?
- How often do you work at weekends/late in the evening?
- How important is teamwork/working on your own initiative in your job?
- How much time do you spend in the office/outside of the office?
- How much contact do you have with clients?
- How do you build a relationship with a client?
- How much supervision did you get as a trainee?
- What are the main differences between life as a trainee and life after completing your training?
- How long have you been in this role and how long has it taken you to reach your current situation/status?
- Is the sector that you are employed in what you expected in terms of the role?

Other issues

- Which areas of x are the most unsociable?
- How do you cope with being asked to work on a project about which you have strong ethical/moral concerns?

- What is the insider's view on women leaving to have babies etc, does it hold them back in their career?
- What opportunities are there to work part-time in the future?
- How do you go about gaining promotion?

The company / sector

- What is your client profile?
- Who are your main competitors?
- What are the issues facing your company in the next 5/10 years?
- Do you anticipate changes in certain areas of the business client base over next few years?
- Do you think there is a particular growth area in x at the moment?
- How do you see a x's role changing over the next 5 years?
- What is the average salary for this area?
- How would you describe the culture of the company?

Recruitment advice

- What was your strategy when applying for vacancies?
- Did you face any obstacles when trying to get a position and if so how did you overcome them?
- Do you have any advice that you could offer to international students?
- What could I do to compensate for a lack of x experience?
- What was the most useful advice that you were given when applying?
- How did you find companies that appealed to you/felt right for you?
- How would you recommend researching companies other than just using the website?
- Are there any hobbies/interests that you would advise to leave off a form?
- Do you have any interview tips?
- What level of confidence should you show in interviews?
- What questions should I ask the interview panel at the end?
- What role do trainees play in your company and the typical day to day work of a trainee?
- What would be the key qualities that your company looks for in a trainee?
- If I don't get a x position straight away what other route would you recommend?
- If you had to do go through it again, is there anything you would do differently?
- What insights can you offer into other companies?

The future

- How important is where you do your training to your future career?
- If you have focussed your career on one area, can you change/how easy is it to change career paths?
- Where do you see yourself in 5/10 years time?

You

- How can I build upon my networks?
- How can I use the skills/experience I already have to market myself to my full potential?
- What kind of work experience would be beneficial to me if I am looking to go into x sector?

Other questions

- How can I demonstrate my commercial awareness?
- Is there anyone else you could recommend me speaking to?