



A compass to insights and resources for building positive and focused mentoring experiences

List of Questions for Informational Interviews

This list includes suggested questions for an informational chat about career development and progression. Choose a few based on your goals, interests, and the length of your meeting.

Career transition and Role

- ☐ I noticed you transitioned from a scientist role to sales. Can you tell me more about this transition? How did you realize it was time to take a different direction?
- ☐ How long did it take for your transition from one role to the next?
- ☐ How long have you been in this role?
- ☐ What tips do you have for someone considering a similar transition?
- ☐ Can you describe a typical day/week in your current role?
- ☐ Which tools helped you decide to make this transition?
- ☐ What does career progression look like for a role like “this”?
- ☐ What is the most exciting part of your job?
- ☐ What is your least favorite part of the job?
- ☐ Is there anything that comes to mind about this role that does not bother you but you think it can be difficult for others?
- ☐ Where would you recommend I look for jobs in this field?
- ☐ How do you see this field evolving in the future (e.g. the influence of AI, or changes in economy)?

Skills

- ☐ Which key skills helped you succeed in your new role? Which skills do you wish you had before you started?
- ☐ Would an online course or internship in {topic} help me gain the necessary skills?

- ☐ Do you think that my skills in {skill1} and {skill2} are sufficient to apply for positions in this role?
- ☐ Is there any skill you learned while on the job?

Workplace

- ☐ What do you enjoy the most about your workplace?
- ☐ Are there any red flags to watch for in this type of role?
- ☐ How did the company handle challenges? (e.g. Pandemic, lay offs).
- ☐ Can you describe an interaction you have with your supervisor and with your team members?
- ☐ Does the company offer incentives for career growth? Can you give me an example?
- ☐ Can you tell me about the work/life balance in the organization?
- ☐ Regarding the benefits package, are you satisfied? Were there recent changes that made a difference for you?
- ☐ Can you tell me about events in the organization that you have attended?
- ☐ Can you tell me more about the organization's mission?
- ☐ How does the leadership receive feedback from the teams within the organization? Is this common in your organization?
- ☐ Tell me about an exciting moment of the organization that you were a part of.
- ☐ Do you work with other departments/teams within the organization? Can you give an example of how a cross-functional work was performed?

Location

- ☐ What is the cost of living in your area?
- ☐ What is the general lifestyle of the area?
- ☐ What are your favorite neighborhoods?
- ☐ Is there a specific culture in the area you live in (e.g. music style, winter sports, etc)?
- ☐ What is the best part of living in your city or area?
- ☐ What is not so exciting (e.g. cost of living, weather, etc)?

Networking

- ☐ Is there anyone you recommend that I connect with?
- ☐ Can you connect me with anyone that can give more input about the role/organization?
- ☐ Do you have recommendations for networking events or communities?
- ☐ Is there any event that you recommend that I attend?
- ☐ Would you be open/comfortable to refer me to a position in your organization?

Resume and related topics

- ☐ As I am transitioning to a new role, could you review my resume?
- ☐ Do you have suggestions on resume formats?
- ☐ Do you have any suggestions on topics I should mention in a cover letter for this role?
- ☐ Do you have an example of a portfolio for this field?
- ☐ How should I prepare for an interview in this field? (Note: in case there are skill assessment tests or assignments)

Other

- ☐ Is there anything we didn't cover in this chat that you would like to add?