

# INFORMATIONAL INTERVIEW

Company Name \_\_\_\_\_

Name of Person Interviewed/Title \_\_\_\_\_

Date of Visit \_\_\_\_\_

## Job Identity

What is your job title? \_\_\_\_\_

What is the average starting wage for your position? \_\_\_\_\_

What is the outlook for employment for your position? \_\_\_\_\_

## Work Performed

What will be your three (3) main duties and responsibilities?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How much responsibility and authority will you have? \_\_\_\_\_

\_\_\_\_\_

What % of time will you be working with people? \_\_\_\_\_

What % of time will you be working with data? \_\_\_\_\_

What % of time will you be working with machines? \_\_\_\_\_

What type of tools, machinery or equipment is used? \_\_\_\_\_

## Time Demand

How much outside travel will be involved? \_\_\_\_\_

How much overtime, weekend and holiday work? \_\_\_\_\_

How much notice of extra work can you expect? \_\_\_\_\_

Physical Demands and Working Conditions \_\_\_\_\_

\_\_\_\_\_

What % of time will you work indoors? \_\_\_\_\_ Outdoors? \_\_\_\_\_

What % of time will you work in a noisy work setting? \_\_\_\_\_

What % of time will you be around a hazardous environment? \_\_\_\_\_

What are the physical demands of the job? (Sitting, standing, lifting, etc.) \_\_\_\_\_

**Knowledge Requirements**

What three (3) general areas of knowledge are needed to do good work?

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

What are the formal education requirements of the job? \_\_\_\_\_  
\_\_\_\_\_

What type and length of experience is needed for your entry? \_\_\_\_\_

What type and length of experience is needed for advancement? \_\_\_\_\_

What do you need to know about the products/services? \_\_\_\_\_  
\_\_\_\_\_

Are there any special licensing requirements? \_\_\_\_\_

**Skills Required**

What are the specific skills required to perform the job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What self-skills are needed for success? (Dependability, accuracy, flexibility, ability to work independently, etc.) \_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous**

What do you like about your position? \_\_\_\_\_  
\_\_\_\_\_

What do you dislike about your position? \_\_\_\_\_  
\_\_\_\_\_

How long does it usually take to advance from entry level to the next step up? \_\_\_\_\_

Are there production/sales quotas? If so, what are they? \_\_\_\_\_  
\_\_\_\_\_