

WIOA Informational Interview Questions

Immediate Job Goal is _____

Name of person interviewed _____

Job Title _____ Employer _____

1. Duties: What do you do in a typical day?

2. Qualifications: How did you get started into this type of work? Are there any special licenses, certificates, etc. required?

3. Advantages: What do you like most about your work?

4. Disadvantages: What do you like least about your work?

5. Conditions: Does this occupation generally provide employee benefits? i.e. holiday pay, sick leave, health benefits, flexible hours, overtime, retirement, etc.

6. Salary: What could an entry-level person expect to make? _____

7. Additional Information: What advice would you give to someone getting started in this field?

Thank the Interviewee for their time and attention!